

Muscular Dystrophy Ireland: Bookkeeper **(<https://www.activelink.ie/node/113178>)**



Bookkeeper

About MDI

Muscular Dystrophy Ireland (MDI) is a voluntary organisation that provides support to people with neuromuscular conditions and their families. Muscular Dystrophy Ireland envisages an Ireland that enables people with neuromuscular conditions to fully participate in society and reach their full potential.

Our mission

Our mission is to support people with muscular dystrophy. We do this, using a member-centred approach, by:

- Providing information and support to people with neuromuscular conditions and their families through a range of support services.
- Advocating for services and entitlements for members and educating and informing society about the conditions.
- Supporting researchers and clinicians to carry out quality research into neuromuscular conditions.

MDI is an equal opportunities and inclusive employer.

About muscular dystrophy

Muscular dystrophy is a collective name for a range of neuromuscular conditions. It is characterised as a progressive weakening, wasting and loss of *muscle* mass over time. It can present at birth, childhood or manifest later in life.

Position details

Job title: Bookkeeper

Company: Muscular Dystrophy Ireland

Location: MDI National Office in Chapelizod

Contract Type: Fixed Term 12 months. Possibility of Hybrid working when training completed

Salary: Dependent on experience.

Hours: 40 hours per week

Purpose of job

Bookkeeper Job Specifications

- Processing, payment, posting and reconciling of all invoices and supplier statements.
- Prepare and issue Quarterly, Half yearly and Monthly invoices for HSE and other funders as necessary
- Preparation, payment and posting of payroll
- Reconciliation, payment and posting of staff expenses
- Preparation, payment, posting and reconciliation of all income received
- Completion of monthly bank reconciliations
- Implement efficiencies in financial systems
- Other adhoc bookkeeping and administration tasks
- General Administration and office duties

Specialist essential knowledge, skills and experience

- A relevant Qualification
- Prior bookkeeping experience
- Experience with Sage essential
- Proven ability to work independently and as part of a team
- Proven ability to work on own initiative
- Proven ability to identify and implement efficiencies in financial processes.
- Excellent communication skills
- Excellent administration and IT skills
- Self-starter with a process-improvement mindset
- Ability to organise and manage time effectively and to prioritise workload to meet deadlines

Equal opportunities

- Ability to understand and demonstrate commitment to MDI's equal opportunities policy and to ensure all activities are consistent with the MDI's equal opportunities policy and values. This includes all staff activities and their interface with the general public.

Please email your CV and cover letter to CEO@MDI.ie (<mailto:CEO@MDI.ie>)

The closing date is 14th February 2025

Shortlisting will be applied.

Region

Chapelizod, Dublin 20

Date Entered/Updated

16th Jan, 2025

Expiry Date

14th Feb, 2025

Source URL: <https://www.activelink.ie/vacancies/community/113178-muscular-dystrophy-ireland-bookkeeper>