

Safe Ireland: Accounts Technician **(<https://www.activelink.ie/node/113787>)**



Job Title: Accounts Technician

Location: Safe Ireland National Social Change Agency

Job Type: Full - Time 35 hours per week, Fixed Term Contract for 12 months

Reports To: Finance Manager

Job Overview:

Safe Ireland are seeking a detail-oriented and highly motivated Accounts Technician to join our finance team. The Accounts Technician will be responsible for supporting various accounting functions, ensuring accurate financial records, processing transactions, and assisting with month-end and year-end reporting. The ideal candidate should possess strong numerical skills, an understanding of accounting principles, and a keen eye for detail.

Key Responsibilities:

- **Financial Record keeping:** Maintain accurate and up-to-date financial records, including journals, ledgers, and general accounts.
- **Accounts Payable and Receivable:** Process invoices, track payments, and manage outstanding balances, ensuring timely payments to suppliers and collection from clients.
- **Bank Reconciliation:** Reconcile bank accounts and credit card statements to ensure that records match with financial transactions.
- **Expense Tracking:** Monitor and categorize business expenses, ensuring all expenditures are properly recorded in accordance with company policies.
- **Payroll Processing Support:** Assist in the preparation and processing of monthly payroll, ensuring compliance with tax regulations and timely payments.
- **Month-End and Year-End Support:** Assist in preparing month-end and year-end financial reports, helping to ensure accuracy in financial statements.
- **Data Entry and Reporting:** Input financial data into accounting software and generate reports as needed for management and auditors.
- **Internal Controls:** Assist in implementing and maintaining internal financial controls to safeguard company assets.

Qualifications:

- **Education:** A relevant qualification in accounting, finance, or a related field (e.g., ATI, AAT, ACCA, or equivalent).
- **Experience:** At least 2-3 years of experience in accounting or bookkeeping, with a solid understanding of accounting principles.
- **Technical Skills:** Proficient in accounting software (Sage), Microsoft Office Suite, especially Excel and SharePoint.
- **Attention to Detail:** Ability to identify discrepancies and ensure accuracy in financial data.
- **Communication Skills:** Strong written and verbal communication skills, with the ability to communicate effectively with internal and external stakeholders. Fluent in English.
- **Organisation:** Excellent organizational skills and the ability to handle multiple tasks with tight deadlines.
- **Problem Solving:** Proactive in identifying and resolving financial discrepancies.

Desired Skills:

- Ability to work independently and as part of a team.
- Experience in not for profit/charity experience

Benefits:

- The gross salary for this position will be €38,596 gross per annum (relevant to experience) and will be paid monthly in arrears into a nominated Bank Account by EFT.
- 25 days annual leave per annum excluding Public Holidays
- Access to Employee Assistance Programme.
- Safe Ireland operates a contributory pension scheme on completion of probation period (6 months)
- Positive and collaborative work environment.
- Access to Sick Pay Scheme on successful completion of probation (6 months duration).

How to Apply:

Interested candidates are invited to submit their CV and cover letter outlining their relevant experience and qualifications to info@safaireland.ie (<mailto:info@safaireland.ie>)

Closing date: 14th March 2025 - 5.00 p.m.

We look forward to hearing from you.

Safe Ireland is an equal-opportunity employer and encourages applicants from all backgrounds to apply.

Region

Dublin 8

Date Entered/Updated

12th Feb, 2025

Expiry Date

14th Mar, 2025

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