

Orione Care Ireland: Accounts Person (Part Time) **(<https://www.activelink.ie/node/114227>)**



"Do good to all; harm no one" St. Luigi Orione

Orione Care Ireland is a charitable organisation based in the Dublin 10 area.

We are currently seeking a fully qualified part-time Accounts person, (2 afternoons per week).

Duties

- Being responsible for processing and allocating invoices to accounting system
- Ensuring certain key critical systems are reconciled and balances available
- Monitoring financial transactions and budgets monthly and report to the general manager
- Preparation of funding applications/budgets
- Preparing accounts, budgets, reports and financial statements
- Monthly bank reconciliations/reports for manager and board of directors
- Preparation of management accounts for annual audits.
- Have experience of managing different funding streams, which includes the preparation of financial proposals/returns and reports to funders as required.
- Knowledge and experience of using computerised accounts, payroll and ROS
- Ability to maintain data confidentiality.
- Some Administrative duties.
- This list is not exhaustive and other duties maybe required from time to time.

Requirements

- Qualified accountant/ accounts technician with experience in financial management.
- Minimum of 5 years of experience in finance and administration, ideally within the charity or public sector.
- Excellent organizational and time management skills.
- Ability to work flexibly, adapt to changing priorities
- Self-motivated with the ability to work independently and as part of a team.

**Please send CV and cover letter to evelyn@orionecareireland.ie
(<mailto:evelyn@orionecareireland.ie>)**

Shortlisting criteria will apply. Closing date for receipt of applications is: **Wed 20th March 2025**

References will be required prior to appointment and position is subject to garda vetting.

Region
Dublin 10

Date Entered/Updated
5th Mar, 2025

Expiry Date
20th Mar, 2025

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