

JOB DESCRIPTION: REPORTING ACCOUNTANT

LOCATION: DUBLIN CITY CENTRE

CONTRACT: FULL-TIME/ PERMANENT

RESPONSIBLE TO: SENIOR FINANCE MANAGER

RESPONSIBLE FOR: MONTHLY MANAGEMENT ACCOUNTS

SALARY: €53,324

JOB SUMMARY:

Production of monthly management accounts. Supporting Senior Finance Manager in production of reports for Directors and Board. A minimum of 2 years accounts experience.

KEY RESPONSIBILITIES:

1. Reporting directly from Dublin Office to the Senior Finance Manager, preparing weekly/ month end/ad-hoc/ Year end reports
2. Display ability to meet deadlines and deal with challenges in a proactive manner
3. Display ability to execute monthly management accounts including and commentary
4. Take ownership of tasks and display ability to review own work and associated work by colleagues
5. Evidence of excellent Excel and presentation skills in relation to reports to management
6. Maintaining excellent records with full paperwork back up available for all work for reporting to management and Auditors
7. Lead Audit interactions with internal and external auditors displaying ability to liaise directly with auditors providing samples and explanations and solutions to complex audit queries when they arise
8. Liaising with other departments in regard to Cost and Revenue and other queries.
9. Liaising with Local Authorities & Major Funders in regard to Revenue and Loan queries where necessary.
10. Building and maintaining relationship with colleagues, funders and Local Authorities.
11. Working individually and as part of the Finance function to maximise collection and control of debtors.
12. Ensuring P&A is paid into the Funder designated account in compliance with Tuath Loan Covenants

13. Perform and review Rent Reviews promptly on Revenue Agreements and ensuring they are done as quickly as possible.
14. General and reciprocal cover for the other Accountants and all members of the team.
15. Training and assistance provided to colleagues within immediate and wider Finance Team
16. Develop and implement models to ascertain correct costs and revenue agree to legal agreements which Tuath are subject to, showing clear outputs and desire to improve the department as a whole
17. Working longer hours at certain busy times during the audit, month end, year end and other major reporting periods assisting colleagues and management to complete tasks so that overall departmental goals and targets are met
18. Ability to deal with major funders and set up mandates in line with loan covenants
19. Assistance with the regulator & government submissions
20. Other related duties as required for smooth operation of the Finance Department.

KEY REQUIREMENTS

21. Strong Work ethic and ability to meet deadlines
22. Willingness to learn, ask questions & work on own initiative.
23. Good communication skills
24. Willingness to work late at certain busy periods so that all deadlines are met
25. Preferably strong accounts experience. Previous experience in a similar environment an advantage
26. Proficient in MS Office – excel
27. Knowledge of SAGE 200 Financial System desirable
28. Must have good interpersonal skills.
29. Competent to work in a pressurized environment.
30. Must be capable of working as part of a team.

HEALTH & SAFETY

31. Be aware of and act in accordance with Health & Safety Policy
32. Conduct all activities in a manner which is safe to yourself and others.

GENERAL

33. Contribute as a team member to the work of other colleagues as required in pursuance of specific objectives, developing good lines of communication.
34. Would suit individual with previous bookkeeping experience.
35. Positively promote the Company whenever possible
36. Undertake any other occasional duties which are consistent with the responsibilities of the post as directed.

This job description is not definitive or restrictive and will be subject to periodic review in the light of developments.