

- JOB DESCRIPTION:** **TRAINEE FINANCIAL ASSISTANT**
- LOCATION:** **DUBLIN CITY CENTRE**
- CONTRACT:** **FULL-TIME/ FIXED TERM – 24 MONTHS**
- RESPONSIBLE TO:** **SENIOR FINANCE MANAGER**
- RESPONSIBLE FOR:** **BANK RECONCILIATIONS & ALLOCATION OF PAYMENTS**
- SALARY:** **€31,955**

JOB SUMMARY:

Accounts receivable involves providing financial, administrative, and clerical support to the organisation. The role is primarily to maintain bank accounts and allocate payments on a daily basis. A minimum of 2 years accounts receivable experience.

KEY RESPONSIBILITIES:

1. Reporting directly to the Senior Finance Manager as part of the Revenue team but working closely with the whole of the finance department.
2. Daily posting of banks payment and receipts.
3. Allocation of debtors' payments as per remittances received.
4. Chase overdue invoices on Debtors' Ledger with Local Councils.
5. Weekly catch up with revenue team and follow up of Debtors' queries.
6. Monthly banks reconciliation and signed-off by Finance Assistant plus Senior Finance Manager.
7. Monthly rent bank accounts reconciliation and upload journals into Sage.
8. Daily update of bank file for weekly cash flow.
9. Daily maintain HFA file for receipts from the HFA bank account.
10. Monthly invoicing of private leasing invoices and match off standing order payments for private landlords.
11. Monitor and maintain direct debit utility accounts, Liaise with Utility Company and support any queries.
12. Invoicing of Recoup, CALF & CAS invoices upon request by development team.
13. Liaise with development team for any missing documentation.
14. Other related duties as required for smooth operation of Revenue section of the Finance Department.
15. Contacting local authorities and other debtors by phone, email or other means for remittances. Also communicating with other departments and offices in order to collect relevant information

KEY REQUIREMENTS

16. Strong Work ethic and ability to meet deadlines
17. Willingness to learn, ask questions & work on own initiative.
18. Good communication skills
19. Willingness to work late at certain busy periods so that all departmental deadlines are met
20. Preferably strong accounts receivable experience. Good knowledge of debits / credits. Previous experience in a similar environment an advantage
21. Experience working in a busy accounts receivable environment. Report interaction with Revenue Team and to ensure there is excellent communication and co-ordination within the Finance team.
22. Proficient in MS Office – excel
23. Knowledge of SAGE 200 Financial System desirable
24. Must have good interpersonal skills.
25. Competent to work in a pressurized environment.
26. Must be capable of working as part of a team.

HEALTH & SAFETY

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

GENERAL

29. Contribute as a team member to the work of other colleagues as required in pursuance of specific objectives, developing good lines of communication.
30. Would suit individual with previous bookkeeping experience.
31. Positively promote the Company whenever possible
32. 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.