

**JOB DESCRIPTION:** ACCOUNTANT

**LOCATION:** CITY CENTRE - DUBLIN OFFICE

**CONTRACT:** 12 MONTH CONTRACT – 37 HOURS PER WEEK

**RESPONSIBLE TO:** SENIOR FINANCE MANAGER

**RESPONSIBLE FOR:** MANAGEMENT ACCOUNTS PREPARATION & RECONCILIATIONS

**SALARY:** €41,377 (SP 26)

#### **JOB SUMMARY:**

To assist with the Management Accounts Preparation working in all areas of the management accounts, both Cost and Revenue in the production of the monthly and annual management accounts. Working with and supporting an existing team to meet deadlines in a busy environment.

#### **KEY RESPONSIBILITIES**

1. Reporting directly from Dublin Office to the Senior Finance Manager, preparing weekly/ month end/ad-hoc/ Year end reports to aid in the production of the Management Accounts.
2. Responsibility for all areas in regard to Local Authority Payment and Availability (P&A) Income, Public Private Partnership, Recoup of Cost Income and other income generated by Tuath Housing.
3. Ensuring the P&A invoices on SAGE to Local Authorities (LA) Nationwide are correct and reflect agreements in place
4. Assisting with Month end and Year end Accounting Processes
5. Ensuring Private Lease Payments are in line with signed agreements
6. Maintaining excellent records with full paperwork back up available for all work for reporting top management and Auditors.
7. Liaising with Development department in regard to Billing queries and Development to Finance Handover information
8. Liaising with Local Authorities in regard to P&A & recoup Billing and also pursuing remittances and Debt owed by LA.

9. Assisting with correspondence efficiently and promptly dealing with enquiries and immediately advising Local Authorities, Housing Finance Agency and other departments within Tuath of any issue which requires attention.
10. Keeping accurate records of P&A Agreements for reference, reconciliation purposes, future Rent Reviews and assessment during Audits
11. Building and maintaining relationship with colleagues, funders and Local Authorities.
12. Working individually and as part of the Finance function to maximise collection and control of debtors, by phone, letters, emails and any other means of correspondence.
13. Liaising monthly with Tuath's Major funder the Housing Finance Agency (HFA) with up-to-date P&A information and Bank statement
14. Ensuring P&A funds are paid into the HFA designated account in compliance with Tuath Loan Covenants
15. Perform Rent Reviews promptly on P&A Agreements and ensuring they are done as quickly as possible.
16. General and reciprocal cover for the other Revenue Accountant and Finance Assistant in the team.
17. Cost Analysis and reports in relation to the Tuath's expenditure on a monthly basis
18. Building a departmental Sharepoint page to house training notes and useful links for other departments
19. PPP/TORC analysis – Revenue invoicing and Cost analysis shared with TORC staff

## **KEY REQUIREMENTS**

20. Preferably strong accounts experience. Good knowledge of debits / credits. Previous experience an advantage.
21. Studying towards Accounting qualification (ACCA, CIMA etc) or qualified Accountant
22. Strong Work ethic and ability to meet deadlines
23. Willingness to learn, ask questions & work on own initiative.
24. Experience working in a busy Finance environment. Report daily to the Senior Finance Manager to ensure there is excellent communication and co-ordination within the Finance team.
25. Proficient in MS Office – excel.
26. Knowledge of SAGE 200 Financial System desirable.
27. Good working knowledge of Sharepoint
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**

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

## **GENERAL**

1. Contribute as a team member to the work of other colleagues as required in pursuance of specific objectives, developing good lines of communication.
2. Would suit individual with previous bookkeeping experience.
3. Positively promote the Company whenever possible.
4. 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.**