

POSITION: MATERNITY COVER REVENUE & COLLECTIONS FINANCE CO-ORDINATOR

LOCATION: DUBLIN

CONTRACT: FIXED TERM/ FULL TIME– 12 MONTHS/37 HOURS PER WEEK

RESPONSIBLE TO: SENIOR FINANCE MANAGER & SENIOR FINANCE CO-ORDINATOR

SALARY: €33,000 (GRADE 1)

KEY RESPONSIBILITIES

1. Reporting directly to the Senior Finance Co-Ordinator and Senior Finance Manager as part of the Revenue Reporting/Billing team assisting with the preparation of weekly/ month end/ Year end reports on all areas covered by the Billing/Debt Collection Team.
2. Reporting weekly Debt position and ensuring queries around older invoices are resolved
3. Daily posting of bank payment and receipts
4. Attending Aged Debt & Billing review meetings and follow up of Debtors' queries.
5. Allocation of debtors' payments as per remittances received and discussion of complicated transactions with team members
6. Chasing overdue invoices on Debtors' Ledger with Local Councils and organising overall approach to Credit Control within the department.
7. Ensuring Monthly banks reconciliations are complete and signed-off by Senior Finance Manager and Director of Finance in timely manner.
8. Ensuring Monthly rent reconciliation is complete, and journals uploaded into Sage 200.
9. Daily update of bank file for weekly cash report
10. Daily maintenance of HFA file for receipts from the HFA bank account.
11. Invoicing of Recoup, CALF & CAS invoices upon request by Development team.
12. Assisting with Quarterly Billing re P&A to Local Authorities and other one-off billing.
13. Assisting with Monthly Billing of Public Private Partnership invoice (TORC)
14. Building and maintaining relationship with Colleagues, Local Authorities, and other stakeholders.
15. Working individually and as part of the Billing & Debt Collection function to assist with ensuring departmental efficiencies and Improvements are achieved.
16. Maintaining excellent records with full paperwork back up available for all work for reporting to management and Auditors.
17. Assisting when there is capacity in other areas of the accounts where possible
18. Ensuring Data protection and adherence to GDPR is focus of the team where applicable and ensuring IT security protocols are in place.

19. Other related duties as required for smooth operation of Revenue section of the Finance Department.

KEY REQUIREMENTS

1. Strong Work ethic and ability to meet deadlines
2. Ability and desire to manage team members within a busy department.
3. Willingness to learn, ask questions & work on own initiative.
4. Minimum of two years' experience working in a busy Finance environment. Report regularly to the Senior Finance Manager & Senior Finance Co-ordinator to ensure there is excellent communication and co-ordination within the team.
5. Proficient in MS Office – excel.
6. Good working knowledge of Sharepoint
7. Must have good interpersonal skills.
8. Competent to work in a pressurized environment.
9. Must be capable of leading a team as well as 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. Positively promote the Company whenever possible.
3. 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.