

## Vacancy: Financial Officer



Hours:  
39



Reporting to:  
Finance Manager



Location:  
Dublin

### About Peter McVerry Trust:

Established in 1983 by Fr Peter McVerry, the charity works with individuals at risk of, or experiencing homelessness, in Dublin, Kildare, Laois and Limerick. Peter McVerry Trust provides a wide range of services in the areas of homelessness prevention, housing, homeless services, under 18s residential and drug treatment.

Vision: "An Ireland that supports all those on the margins and upholds their rights to full inclusion in society."

### Our Vision:

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### Our Mission:

Peter McVerry Trust is committed to reducing homelessness and the harm caused by drug misuse and social disadvantage. Peter McVerry Trust provides low-threshold entry services, primarily to younger persons with complex needs, and offers pathways out of homelessness based on the principles of the Housing First model and within a framework that is based on equal opportunities, dignity and respect.

## Key Responsibilities

- Responsible for multiple bank reconciliations.
- Responsible for reconciliation of PMVT rental income with assistance from the Housing Team.
- Assisting with posting supplier invoices.
- Assist with the day-to-day SOLD/ Petty Cash System across all services of the organisation.
- Monthly reconciliation of Petty Cash and SOLD Cash cards for all services.
- Assisting in managing the organisation's RCT and VAT on Capital Projects.
- Responsible for Capital Claims Applications in liaison with the Development team.
- Preparation of Returns to Revenue and ensuring timely payment of same. To Include VAT, RCT, PAYE and Charity Claims.
- Ensuring adherence to the organisation's Internal Financial controls with regard to purchasing, and authorisation of expenditure.
- Assisting with all aspects of accounting functions and processes of PMVT.
- Assisting the Finance Officer in preparing financial returns of income and expenditure for cost centres and funding agencies as required.
- Assisting with the annual financial audit of the organisation.
- Any other duties that may be assigned by the Finance manager/Head of Finance from time to time.

## Qualifications and Experience:

- 5+ years of experience
- Part-qualified Accountant or Accounting Technician
- Experience in Accounting Software and Excel
- Strong Financial Controls ethos
- Experience working as part of a team
- Experience in the Not-for-profit Sector and knowledge of the Charities SORP is desirable.
- Knowledge of funding applications and dealing with state agencies is desirable
- Excellent Communicator

## What we offer

- Core Professional Training and CPD
- Cycle to Work Scheme and Tax Saver
- Death in Service Benefit
- Employee Assistance Programme
- Career progression opportunities

**To apply please download the application form:**

**[Application Form](#)**

**Completed application forms should be sent to [recruitment@pmvtrust.ie](mailto:recruitment@pmvtrust.ie)  
along with CV and Cover Letter**

**Peter McVerry Trust is an Equal Opportunity Employer**

**Peter McVerry Trust Operations Ltd Registration Number 412953  
Charity Number CHY7256**