**Job Description: Finance Officer**

Hours:

Fulltime

Reporting to: Head of Finance 

Head of Finance

Location: based in Dublin

€45,069 - €53,990

**Role overview**

Peter McVerry Trust is a national housing and homeless charity committed to reducing homelessness and the harm caused by substance misuse and social disadvantage.

The roleof **Finance Officer** is an important position within the Finance department and the post holder will be required to work closely with the finance team to ensure the effective operation of the finance function.

**Responsibilities**

* Assisting with the preparation and managing the organisation’s RCT and VAT on Capital Projects.
* Supporting the management of the creditors Ledger, ensuring accurate recording of expenditure against cost headings and Programme Budgets, and apportionment of Shared Costs across programmes, and preparing journals for sign-off and posting to nominal ledger as appropriate.
* Supporting the managing of the debtors Ledger, ensuring entering of income received – fundraising and rental income.
* Preparation of Returns to Revenue for review by the Accountant/Head of Finance. To Include VAT, RCT and Charity Claims.
* Assisting with the review and monthly reconciliation of Petty Cash and Soldo Cashcards for all services.
* Ensuring adherence to the Organisations Internal Financial controls with regard to purchasing, and authorisation of expenditure.
* Preparing financial returns of income and expenditure for cost centres and funding agencies as required.
* Ensuring accurate bi-weekly Financial reporting of issues to the Head of Finance to support the work plan of the Finance department.
* Assisting with the annual financial audit of the organisation.
* Undertaking any other duties assigned by the Head of Finance as needed for service delivery.

**Experience Required**

**Qualifications, Skills and Experience required;**

* Part qualified Accountant or Accounting Technician
* An appropriate business degree or equivalent is desirable for this role.
* Experience in Accounting Software and Excel
* Strong Financial Controls ethos
* Experience of 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

**Other Information**

* **Confidentiality**: It is a condition of service that all information obtained during the course of employment, especially with regard to participants affairs is treated with the strictest confidence.
* **Equal Opportunities**: To implement Equal Opportunities into your daily practice at all times.
* **Health and Safety**: To be responsible for your own health and safety and that of your Colleagues in accordance with relevant PMVT policies and procedures.

**Employee benefits**

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

**How to apply:**

**To apply please download the application form or visit pmvtrust.ie/careers:** [**Application Form**](https://pmvtrust.ie/wp-content/uploads/2024/01/PMVT-Application-Form.docx)

**Completed application forms should be sent to** ***recruitment@pmvtrust.ie***

**along with your CV and Cover Letter.**

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