

## Job Description: Finance Assistant



Hours:  
Fulltime



Location:  
based in Dublin



Reporting to:  
Head of Finance



Salary commensurate  
with experience

### 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 role of **Finance Assistant** 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 documentation in 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 posting of journals to nominal ledger as appropriate.
- Supporting the managing of the debtors Ledger, ensuring entering of income received – fundraising and rental income.
- Supporting the timely and accurate processing of Creditors invoices
- Preparation of Returns to Revenue for review by the Accountant/ Head of Finance. To Include VAT, RCT, PAYE and Charity Claims.
- 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.
- 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 Accountant from time to time to ensure the delivery of service.

## 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 Payroll, 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.

### How to apply:

To apply please download the application form or visit [pmvtrust.ie/careers](https://pmvtrust.ie/careers):  
[Application Form](#)

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

Peter McVerry Trust is an Equal Opportunity Employer.  
Registration Number 412953 | Charity Number CHY7256

