

## Job Description: Finance Officer



Hours:  
Fulltime



Location:  
based in Dublin  
Salary



Reporting to: Head of Finance



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 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](https://pmvtrust.ie/careers):  
[Application Form](#)**

**Completed application forms should be sent to *recruitment@pmvtrust.ie*  
along with your CV and Cover Letter.**

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