



JOB DESCRIPTION

BOOKKEEPER / ACCOUNTS ASSISTANT

Name of Employer:	Cherry Orchard Equine Centre CLG
Reporting to:	Finance Manager
Job Title:	Bookkeeper
Hours per week:	Part time – flexible Between 28 – 32 hours per week
Number of days:	Between 4 – 5 days per week
Salary:	Salary scale in operation ranging from €31,000 to €40,857 (full time equivalent 39 hours)

Overall purpose of the job

The purpose of the role is to support the Finance Manager in running the Finance Department with a focus on day-to-day bookkeeping, data entry, payroll, creditor control & payments and bank reconciliations. The finance department is a critical function of the organisation and the position requires a high attention to detail and high standards of accuracy and efficiency.

Key areas of work

Accounting

- Bookkeeping
- Bank reconciliations
- Maintain proper books of accounts, bank statements and reconciliations
- Liaise with wages contractor and updating excel sheets
- Uploading EFT payments to suppliers
- Invoicing
- Balance and allocate daily earned income takings and lodgements
- Reconcile debit/credit card statements
- Prepare monthly financial reports
- Reconciliation of programme expenditure
- Maintain register of contracts in conjunction with other department leads
- Follow closely the organisation's financial policies and procedures

Office administration:

- Maintain the offices supplies and equipment
- Ensure that the office systems are effective and efficient
- Maintain appropriate and accessible records including personnel files
- Filing and general administration

Other duties

- Participate in PMDS (performance management appraisal system)
- Participate in and help organise community events in the centre

Required Experience

Professional Experience

- At least 2 years' experience working directly in an accounts department as a bookkeeper or accounts assistant
- Formal accounts or bookkeeping training at minimum standard of QQI level 6 with ideal candidates having achieved accounting technician training.
- Experience in the use of financial packages (Sage would be desirable)
- Strong organisational skills
- Proficient in MS Excel
- Strong IT skills
- A strong interest in learning and developing new work-related skills

Qualifications & training

- A good standard of education is required

Personal Attributes

- Ability to develop and maintain good working relationships with relevant stakeholders
- A structured and organised approach with the ability to prioritise and manage a busy workload
- Ability to act professionally including acting discreetly when required and maintain confidentiality of company records at all time
- Be flexible and adapt to a fast-paced and dynamic office environment
- Enthusiastic, pragmatic and motivated in their approach with a can-do attitude

Benefits

- Competitive salary scale depending on experience and qualifications ranging between €31,000 - €40,857 (full time equivalent 39 hours per week)
- Flexible working arrangements available
- Employee assistance programme
- Free staff meals on site
- Free parking
- Excellent public transport links by bus and train
- Generous paid leave schemes in operation

Please forward any enquiries to jobs@cherryorchard.ie

Application is by CV and detailed covering letter to jobs@cherryorchard.ie

- Closing date for applications is strictly Tuesday 8th April at 5pm.
- Interviews will take place on Friday 11th April.
- Candidates short-listed for interview will be notified no later than close of business on Wednesday 9th April.

Cherry Orchard Equine Centre CLG. is an equal opportunities employer. The continuation of this position is based on annual renewal of funding from Pobal under the Community Services Programme.



**An Roinn Forbartha
Tuaithe agus Pobail**
Department of Rural and
Community Development

