

Finance Officer

About Dublin Rape Crisis Centre

Dublin Rape Crisis Centre (DRCC) has a twofold mission: to prevent the harm and heal the trauma of all forms of sexual violence. We provide first response services through the National 24/7 Helpline, face to face therapy and an information and support service. We provide accompaniment and support to those who attend the Rotunda Sexual Assault Treatment Unit, Garda Stations, Courts and other settings. In addition, we offer education and training programmes for a wide variety of professionals, frontline staff and volunteers who work with those who have experienced sexual violence.

The Role

The Finance Officer will support the Finance Manager, ensuring compliance to policies and procedures, in all areas of finance including but not limited to:

ACCOUNTS PAYABLE /RECEIVABLE:

- General administration of all internal and external communication relating to Accounts Payable.
- Processing of transactions from Supplier Set up to Invoice Payment.
- Administration and processing of employee expense payments.
- Administration and processing of procurement card transactions.
- Creditor Statement Reconciliations.
- General administration of all communication relating to Accounts Receivable.
- Issuing of documentation to customers and processing receipts.
- Communicating with relevant function manager re aged debtors.

OTHER FINANCE ACTIVITIES:

- Serve as the primary point of contact for all finance-related inquiries regarding invoices, receipts, travel and subsistence and procurement queries.
- Completion of weekly bank reconciliations.
- Monitoring of adherence to the organisation procurement policy and preparation of supplier reports for cost management.
- Completion of month end reconciliation processes for finance manager sign off.
- Working with the finance manager to manage the monthly monitoring of budgets against actual spend and aligning this with reporting on monthly budget variances.
- Assist in preparation of quarterly financial returns and other funding reports to Grantors.
- Assist in the preparation of new funding applications.
- Assist with annual statutory audit file preparation and liaising with auditors to manage audit requirements.
- Participate in cross-functional training initiatives as required.
- Undertake any additional tasks as assigned by the CEO/Finance Manager as needed.
- Assist with annual statutory audit file preparation and liaising with auditors to manage audit requirements.

THE SUCCESSFUL CANDIDATE WILL HAVE:

- The ability to work as part of a team.
- Experience of communicating effectively.
- The ability to manage relationships with key stakeholders internally and externally.
- Good organisation skills.
- Strong time management, administration skills and attention to detail.
- An approachable professional manner and ability to maintain strict confidentiality.

TO BE ELIGIBLE TO APPLY FOR THIS ROLE YOU MUST HAVE / DEMONSTRATE IN YOUR APPLICATION LETTER THE FOLLOWING:

Essential

- At least two years' experience in a relevant position.
- Accounting Technician qualification or similar Bookkeeping experience.
- Knowledge of FRS 102 SORP.
- Knowledge and experience of accounts software (e.g., SAGE, or similar)
- Excellent IT competency with Microsoft Outlook email and calendars. Strong overall competency with Microsoft Office and Excel in particular.
- Excellent communication and writing skills.
- Adhere to DRCCs vision, mission, and values.

Highly Desirable

- Knowledge of trusts, foundations and grant making bodies in Ireland.
- Demonstrable experience of supporting successful grant applications.
- Experience of working in the not-for-profit sector in a Finance role.

KEY COMPETENCIES

- Teamwork
- Flexibility
- Managing Relationships
- Attention to detail
- Planning and Managing Work

T&C's

- Salary: €36,000 to €42,000 Per Annum depending on experience
- 23 holiday days
- 2 Company Days (Good Friday & Christmas Eve)
- An Employee Assistance Programme (EAP)
- A death in service benefit
- Travel saver tickets and cycle to work scheme
- Pension contributions (upon completion of 1 year's continuous service)



Dublin Rape Crisis Centre

If you have the requirements we need and a desire to work in a busy organisation, committed to making a difference for those who have been affected by sexual violence, we would love to hear from you!

To apply: Please send your application letter and CV to recruitment@rcc.ie insert **Finance Officer** in subject line. **Closing Date: 17th May COB**

NOTE

DRCC is an Equal Opportunities Employer and welcomes applications from people of diverse backgrounds and abilities.

Garda Vetting is a requirement. • All prospective employees are required to declare prior convictions and whether they have been or ever having been the subject of any investigation or inquiry into abuse or other inappropriate behaviour. • Applicants should be aware DRCC is located in an old Georgian building on Leeson Street with access steps from the street. • It is committed to providing reasonable accommodations for applicants and employees with a disability. • Should you have a reasonable accommodation request, and you wish to discuss please contact Naomi Patton, HR Manager.