

Job Title	Accounts Assistant
Responsible To	Senior Finance Officer
Location	Dublin Office
Hours	35
Overall Purpose	To carry out key financial and other administrative tasks necessary for the provision of accurate information to the companies Senior Management Team and to ensure the efficient running of the companies finance function.

Core Tasks:

- Record and code all purchase invoices/credit notes, ensuring that all purchase invoices/credit notes are correctly validated and approved before processing.
- Post all purchase invoices/credit notes accurately in Sage 50 Accounts when required.
- Assist Senior Finance Officer with supplier payment runs when required.
- Ensure any payment enquiries from suppliers and contractors are responded to professionally and efficiently.
- Record petty cash expenditure and prepare accurate monthly petty cash returns.
- Record company credit card expenditure and prepare accurate monthly credit card returns.
- Validate and process foster carers' expense claims accurately within the expense policy guidelines.
- Assist Senior Finance Officer with carer payment runs when required.
- Ensure any payment enquiries from foster carers are responded to professionally and efficiently.
- Obtain purchase order numbers each month from Tusla in relation to fostering placements and any other services provided to Tusla and provide sales ledger team with purchase order numbers promptly each month.
- Assist Senior Finance Officer with month end procedure.
- Ensure that a cost-effective approach is taken to all expenditure.
- Carry out daily administrative tasks relevant to the finance function such as scanning, copying and filing, ensuring finance records are stored efficiently.
- To attend and participate in team meetings, training courses, supervision sessions and appraisals punctually and well prepared, as appropriate and when required.
- To ensure all administrative functions are National Standards Compliant and assist in preparation for inspection.
- Maintain strict confidentiality in relation to the work undertaken.
- Undertake additional specific tasks and duties, as directed by the Senior Management Team.
- To be aware of and adhere to policies and procedures set down by FFI and Central Services, which are appropriate to the position.

Additional Duties:

Due to the nature of certain job roles, the actual hours of work may differ from the standard Monday to Friday, 9am to 5pm and you will be expected to work in a flexible way and provide additional working time where necessary when tasks not specifically covered in the job description, have to be undertaken. For some posts, such as those directly working with carers and children or young people, this may include working in the evenings or at weekends on occasions.

1. The post holder will respond sensitively and professionally to the children, young people and families who work with FFI.
2. The post holder will be expected to undertake training and development deemed necessary for the pursuance of the post.
3. The post holder will be expected to reach a minimum basic standard of I.T. competence to be able to use company electronic systems effectively.
4. The post holder will be expected to ensure that Health and Safety is observed in the course of employment.
5. The post holder will be expected to ensure and comply with Equal Opportunities Policy and Procedure in all employment practices.
6. The post holder will be expected to comply with the no smoking policy in place.
7. The post holder will be expected to work effectively as part of the FFI team.
8. The post holder will be expected to participate in the development of FFI to meet its aims and objectives.
9. The post holder will be expected to uphold and promote the professional image of FFI and the Key Assets Group at all time.
10. The post holder will be expected to adhere to the principals of the Data Protection Legislation.
11. The post holder will be expected to demonstrate that the Key Assets values are at the centre of all they do.
12. The post holder will be expected to promote and maintain positive anti-racist, anti-sexist and multicultural practices.
13. Ensuring compliance with safeguarding procedures, throughout all work within the Company, keeping the Director informed of work in progress and informs the Director immediately of any child protection matter or serious complaint. Ensuring compliance with Child Protection Procedures with special reference to Children First Guidelines, Children First Act 2015 and reporting procedures.

Signed Job Holder		Date	
Signed Line Manager		Date	

PERSON SPECIFICATION: ACCOUNTS ASSISTANT

	Essential (E) Desirable (D)	Evidenced
Qualification		
Minimum 3 Years experience in a similar role	D	Application
Relevant Finance Qualification (Diploma or equivalent)	E	Application
Experience		
Experience of working with Sage 50 or equivalent	D	Application /Interview
Experience in purchase ledger and month end procedures	E	Application/ Interview
In depth knowledge of Microsoft excel	E	Application / Interview
Development and implementation of office processes	E	Interview
Aptitude for numeracy	E	Application
Ability to compose clear, accurate and concise reports	E	Interview
Experience of working in a busy office environment	E	Application /Interview
Personal Skills		
Ability to work under pressure and handle changing priorities and deadlines	E	Interview
Ability to communicate effectively with people at all levels	E	Interview
Work efficiently and possess good accuracy and attention to detail	E	Interview
To be able to evidence an understanding and practical application of the use of IT and electronic communications, including the use of Microsoft Office	E	Interview
Excellent organisational skills	E	Interview
Be pro-active and dynamic with a 'can do' attitude	D	Interview
Ability to work on own initiative and to make appropriate decisions	D	Interview
Miscellaneous		
Willingness and ability to work flexibly including occasional early morning and evening work as necessary	E	Interview
Ability and willingness to travel including occasional nights away from home as and when necessary	E	Interview
An appreciation and commitment to Health and Safety issues in the workplace	E	Interview
A commitment to Equal Opportunities in all work practices	E	Interview