

Bookkeeper/Financial Assistant

ROLE TITLE: Bookkeeper/Financial Assistant
LOCATION: Kimmage Manor, Whitehall Road, Dublin12.
CONTRACT: Part-time, permanent

Background:

The Spiritans work in service to those in greatest need. For over 160 years the Spiritans have been involved in education, social outreach and parish life in Ireland. Today we educate over 5,000 students in our schools. *Spirasi* (Spiritans Asylum Services Initiative) is our national centre for the rehabilitation of victims of torture, serving asylum seekers and migrants for over 20 years. *An Tobar*, our Spiritan Spirituality Retreat Centre located outside Navan, is where Spiritans, parish groups, the local community and others can come together to reflect, collaborate and learn. We have four Spiritan Parishes in Dublin – Greenhills, Bawnogue, Deansrath and Kimmage, where we focus on lay leadership, youth formation, social awareness and adult participation in faith. As part of the Spiritan global network operating in 56 countries around the world, 50 Irish Spiritans are involved in relief and development projects in areas of entrenched poverty and deprivation in Africa, Asia and Latin America.

The Role:

The Congregation of the Holy Spirit requires a Bookkeeper/Financial Assistant to provide booking keeping and financial assistance to the Kimmage/Templeogue Community based in Kimmage Manor. Located in Kimmage Manor this part-time 20 hour per week role will also provide bookkeeping support to the Promotion's Unit, also based in Kimmage Manor. The Spiritan Kimmage Community consists of 70 Spiritans and reporting to the Community Leadership the Bookkeeper/Financial Assistant will look after the following key responsibilities

Key Responsibilities:

Income

- Processing of all receipts – both cash and direct to bank.
- Preparation of lodgements (& making of lodgements)
- Classification of incomes
- Recording of income to nominal ledger
- Preparation of invoices for recharge of expenses
- Maintenance of appropriate support documentation

Expenditure

- Maintenance of creditors ledgers
- Preparation of payment requisitions and payment runs
- Recording of all payments to nominal ledger
- Maintenance of appropriate support documentation

Banking

- Preparation of weekly/monthly bank reconciliations for all bank accounts
- Processing of online banking transactions
- Monitoring of all bank accounts to ensure funding available

Petty Cash

- Maintenance of petty cash box and recording of all related transactions in line with general principals
- Reconciliation of cash to monthly cash counts
- Implementation of controls over cash

Credit cards

- recording of all credit card transactions.
- Reconciliation of all credit card statements
- Maintenance of support documentation for credit card payments

Reporting

- Preparation of quarterly management figures and comparison of same to budgets
- Following correct Financial Procedures as set out by the Congregation
- Preparation of year end file for provision to Congregation Auditors.
- Liaise with Healthcare Administration regarding healthcare finances, provide backup
- Ad-hoc reporting as requested

Other

- Payroll – liaise with 3rd party provider as required, submit weekly hours
- Vat – the Congregation is not vat registered but does make an annual claim under Charity rules. Information to be gathered for this.
- Preparation of annual cashflow and operational budgets
- Liaise with individual Spiritans and dealing with queriers arising, pension or medical card applications
- Liaison with Provincial Bursar's Office
- Working with Congregation Accountants and Auditors during year end processes to include delivering responses and support documentation for samples and queries raised.
- Maintenance of Mass Book
- Recording staff holidays, sick leave, HR records
- Ordering stationery and household materials, stock control
- The candidate should be able to provide ad hoc support when required

Competence in the following Software Packages

- Sage 50
- Sage Accounts Production
- Microsoft suite of packages in particular Excel
- Online banking applications
- ROS

Essential Experience:

Ideally, the candidate will possess the following qualifications, experience and professional characteristics:

- Demonstrable experience and track record of at least 3-5 years in successfully managing and delivering bookkeeping and financial support
- Track record of bringing creative thinking and fresh ideas to an organisation and its work
- Proven ability to effectively build, manage and develop key stakeholder relationships
- Educated to professional level in one of the following areas; bookkeeping/financial management
- Comprehensive knowledge of financial software
- Self-motivated, decisive, with strong organisational, multi-tasking and collaborative skills
- IT literacy including MS office and accounting packages

Garda Vetting:

- The position is subject to satisfactory outcome of the Garda Vetting process.

Location:

- Based in Kimmage Manor, Whitehall Road, Dublin 12

Hours

- Monday to Friday, 9am-1pm

Applications, including a full CV, and cover letter stating why you would be suitable and would like to work for the Spiritans, should be sent to careers@spiritan.ie or by post to Careers, House 2, Kimmage Manor, Dublin 12, by **5pm Friday 17th June 2022**. References will be required. Canvassing will disqualify.

The Congregation of the Holy Spirit is an equal opportunities employer.