



Accounts Assistant

Job Description

Position	Accounts Assistant
Reports to	Office Manager
Location/ Travel	Axis Centre, Main Street, Ballymun, Dublin 9.
Hours & Contract duration	<ul style="list-style-type: none"> ● Part-time, 15 hours per week within a normal working week. ● Monday - Friday. Flexible hours. ● Six months fixed term from starting date, renewable subject to funding.
Salary Band and Benefits	<ul style="list-style-type: none"> ● Salary Band: €31,200 full-time, calculated pro-rata. ● Cycle to work scheme ● Flexible working arrangements ● 25 days holidays p.a., calculated pro-rata ● Employee Assistance Programme <p>We are a family friendly employer and where relevant we tailor the role to support family needs.</p>
Role Purpose	<p>Global Action Plan aspires to be the leading organisation charity for environmental behaviour change in Ireland. Our programmes aim to inspire and support people to live more sustainable lifestyles, by offering practical yet creative solutions that mobilise people to take action.</p> <p>As part of our growth and continuous improvement, we are seeking a motivated and detail-oriented Accounts/Administrative Support Assistant to join our team. This role will play a vital part in ensuring the smooth operation of our office and supporting various financial and administrative functions.</p>

Job Overview	<p>As an Accounts Assistant, you will work closely with the Office Manager and Development Manager to ensure the highest level of accuracy in our financial administration, bookkeeping, project expenditure tracking and purchase order management based in the office in Ballymun. Full training will be given in all aspects of the role.</p> <p>Additionally, you will be responsible for reconciling data on income and expenditure from various sources, using the bookkeeping software and project expense trackers. This role also encompasses supporting the Office</p>
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	<p>Manager in payroll administration, calculating and processing VAT payments, and assisting other team members in their programme coordination roles.</p> <p>This position is offered as a 6-month contract initially, with the potential for extension based on performance and business needs.</p>
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<p>Key Responsibilities</p>	<ol style="list-style-type: none"> 1. Financial Administration: <ul style="list-style-type: none"> ● Assist the Office Manager in day-to-day financial tasks, such as processing invoices, payments, and expense claims. ● Maintain accurate and up-to-date financial records and files. ● Collaborate with the Office Manager to ensure timely and accurate monthly financial reporting and adhoc reports. 2. Bookkeeping into Quickbooks account software: <ul style="list-style-type: none"> ● Purchases - enter invoices and payments. ● Chase outstanding invoices/receipts/expense claims. ● Sales - generate sales invoices and record receipts ● Debt collection - including statement and followup ● Manage purchase orders, ensuring accuracy and timely processing. ● Reconcile financial data from various sources to ensure consistency and the accuracy required within the Charity sector. ● Bank Payments and Bank Reconciliation ● Month end reporting Trial Balance,P&L and Balance sheet. 3. Payroll Administration: <ul style="list-style-type: none"> ● Ensure timesheets are completed and project allocation is assigned ● Support the Office Manager in all aspects of payroll processing and reports using Collsoft Payroll Software. ● File month end returns using ROS and record on account software. ● Assist in ensuring compliance with relevant employment regulations and company policies. 4. VAT: <ul style="list-style-type: none"> ● Calculate VAT returns/payments accurately and in a timely manner. ● File returns using ROS and record all transactions. ● Coordinate with the Office Manager to process VAT payments and all related documentation. 5. Programme Coordination Support: <ul style="list-style-type: none"> ● Assist in the maintenance and updating of relevant project expenditure trackers.
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	<ul style="list-style-type: none">● Assist other staff members in their programme coordination tasks as needed.● Collaborate with different teams to facilitate effective communication and coordination.
Qualifications and Skills	<ul style="list-style-type: none">● Relevant accounts qualification and proven experience in financial administration, bookkeeping, or related fields.● Strong proficiency in bookkeeping software and spreadsheet applications preferably Quickbook and Excel.● Excellent attention to detail and organisational abilities.● Familiarity with payroll processes and VAT calculations will be advantageous.● Ability to work collaboratively in a team environment.● Strong problem-solving skills and ability to multitask effectively.● Demonstrated reliability, punctuality, and a high level of professionalism.● Experience working in a Charity run establishment is an advantage.

We at Global Action Plan, value our staff and offer a competitive package, plus a flexible and supportive work environment where your skills and contributions will be valued. The salary range for this position is at Officer Level, at €31,200 per annum, pro rata or 15 hours per week.

If you are looking for an opportunity to make a difference and grow professionally, we encourage you to apply.

To apply for this position, please submit your updated CV and a cover letter detailing your interest and qualifications to info@globalactionplan.ie.

Applications will be accepted until 5 pm on Sunday 22 September 2024.

GAP is committed to fostering an inclusive and collaborative work environment that values all identities, perspectives and experiences. We welcome applications from people from all backgrounds and experiences.