

### JOB DESCRIPTION FOR THE POSITION OF

### **ACCOUNTS TECHNICIAN**

### (PART TIME: 20.5 HOURS WEEKLY)

|  |  |
| --- | --- |
| Job Title | Bookkeeper/ Accounts Technician |
| Employer | Community Law & Mediation (CLM) |
| Reports to | The direct line report is to the Office Manager. Will also report into the CEO on certain aspects of the role. |
| Salary | Details available on request |
| Hours | 20.5 hours per week, as follows:* 9.30 am -1.00 pm, Mon/Tues/Wed/Fri
* 9.30 – 5.00pmThursday (1 hour lunch)

CLM may be open to flexibility on how these hours are  |
| Duration of Contract | Part time permanent, probation period: 6 months |
| Start Date | Immediate |
| Location | CLM Offices, Northside Civic Centre, Bunratty road, Coolock, Dublin 17. Remote working in place until Government restrictions have been lifted. |
| Application Deadline | 5pm, Monday 7th June 2021 |
| Proposed Interview Date | Week commencing 14th or 21st of June 2020 |

### Background to CLM

Community Law & Mediation (CLM) is a community based, independent law centre providing services nationwide and operating in two locations: Dublin and Limerick. It was founded in 1975 and assists more than 3,000 people annually through its services, which include free legal advice and representation; information and education; and mediation and conflict coaching. CLM also campaigns for law reform, and for the safeguarding of rights already enshrined in law.

For further information, please visit our website at <https://communitylawandmediation.ie>

## The Role of Bookkeeper/Accounts Technician

 The Bookkeeper/Accounts Technician reports into the Office Manager and in turn to the CEO. This is a standalone role and requires a confident Accounts Technician, preferably with a professional qualification. The ideal candidate will have at least five years’ experience working within a similar environment, preferably a charitable organisation. They must be discreet with a good handle on day to day accounts. Credit control experience also desired. The Accounts Technician must be flexible and may from time to time be requested to cover reception duties or other administrative duties as assigned.

* Preparation and production of monthly management accounts, producing a Trial Balance, Profit & Loss Account and Balance Sheet within strict deadline timeframes.
* Quarterly meetings with the Finance & Admin Sub Committee to present accounts.
* Management of the annual budget process, in partnership with the CEO, with regular monitoring and review with periodic variance analysis and commentary.
* Monthly Payroll including all returns to Revenue via ROS.
* Debtors, Creditors and Nominal Ledger – Maintain all aspects of the accounts payable and accounts receivable functions.
* Banking – Point of contact on all company accounts, Bank Reconciliations, Lodgements, Employee’s pension contact, and Maintain Online Banking.
* Management of the annual audit processes and act as key point of contact in relation to year-end audit process.
* Petty Cash Control.
* Coordinate membership renewal invoices and chase payments.
* Project costing and analysis. Complete the accounts section of funding application forms.
* Cash-flow analysis and forecasting.
* Accounting Procedures – ensure that accounts are completed in line with relevant accounting standards and requirements’ and maintain internal financial policies.
* Ensure fulfilment of all requirements for CRO & CRA.
* Management of CLMs pension.
* Monthly run through the accounts with each manager covering their department’s income & expenditure.
* Reimbursement of Staff, Intern and Volunteer Expenses while adhering to Revenue guidelines is another aspect of the role if you think it appropriate to add it

### Person Specification

|  |  |
| --- | --- |
| **Essential**  | **Desirable**  |
| IATI or similar qualification and/or 5 years relevant experience  | Attended seminars/talks on SORP & The Governance Code  |

## Experience & Skills

|  |  |
| --- | --- |
| **Essential**  | **Desirable**  |
| Experience preparing monthly management accounts to Trial Balance, Profit and Loss Account and Balance Sheet | Have previously worked on funding proposals  |
| Detailed knowledge of day to day accounts such as: credit control, bank reconciliations, payroll, petty cash etc. | Experience working with SAGE or similar package |
| Experience preparing cashflow statements  | Experience working within a charitable organisation  |
| Prepare monthly & annual budget forecasts  | Knowledge of SORP & its application  |
| Strong communication & organisational skills |  |
| Payroll experience |  |

## Application

Please email **completed application form** and CV, as one document, to Denise Leavy at dleavy@communitylawandmediation.ie.

The closing date for receipt of applications is **5pm, Monday 7thth June 2021.** Interviews will be held either the week commencing the 14th or 21st of June, depending on the response. **Late applications will not be accepted**

To view CLM’s fair processing notice, please click [here.](http://communitylawandmediation.ie/wp-content/uploads/2020/08/FAIR-PROCESSING-NOTICE-for-Job-Applicants.pdf)

Community Law & Mediation is an equal opportunities employer.