



Company Details Confidential



#JOB-2360943

CHERRY ORCHARD EQUINE CENTRE,



Cherry Orchard Green, Ballyfermot, Dublin 10,
D10 XW08



No of positions : 1



Paid Position



30 hours per week



Dependent On Experience



15/10/2024



08/11/2024

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : jobs@cherryorchard.ie



Open your camera
app & point here
to view this ad
online



Accounts assistant part time

Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

Job Description

The purpose of the role is to support the Finance Manager in running the Finance Department within our Charity with a focus on day-to-day bookkeeping, data entry, payroll, creditor control & payments and bank reconciliations.

The finance department is a critical function of the organisation and the position requires a high attention to detail and high standards of accuracy and efficiency.

Key areas of work

Accounting

- Bookkeeping
- Bank reconciliations
- Maintain proper books of accounts, bank statements and reconciliations
- Liaise with wages contractor and updating excel sheets
- Uploading EFT payments to suppliers
- Invoicing
- Balance and allocate weekly horse riding taking and lodgements
- Prepare monthly financial reports
- Reconciliation of programme expenditure
- Maintain register of contracts in conjunction with other department leads

Office administration:

- Maintain the offices supplies and equipment
- Ensure that the office systems are effective and efficient
- Maintain appropriate and accessible records including personnel files
- Filing and general administration

Other duties

- Participate in PMDS (performance management appraisal system)
- Participate in and help organise community events in the centre

- **Sector:** human health and social work activities

Career Level

- Experienced [Non-Managerial]