



JOB DETAILS

Title:	Branch Accountant
Duration:	Specified purpose contract, 12 months, Full time (35 hours per week)
Salary:	€40,000 - €43,000, pro rata
Reporting to:	Consolidation Branch Accountant

BACKGROUND INFORMATION

The Irish Red Cross Society (IRC) is part of the world's largest independent humanitarian network, the International Red Cross and Red Crescent Movement. The IRC is committed to and bound by its Fundamental Principles of Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity, and Universality. The vision of the Irish Red Cross is to be a leading humanitarian organisation, providing impartial services and support to vulnerable communities both at home and abroad. Our mission is to identify and deliver humanitarian assistance to those who are most in need.

SUMMARY OF ROLE

To review and audit the IRC Area and Branch financial returns for the production of the year end consolidated financial statements for 2024.

ROLE RESPONSIBILITIES

- Reviewing the financial returns prepared at branch level.
- Completion of Income & Expenditure summaries.
- Completion of Bank Reconciliations.
- Tracing all transactions to the yearly bank statements.
- Review of supporting documentation.
- Reconciliation of intercompany transactions.
- Posting of journals to Exchequer Accounting System.
- Investigation and answering of routine queries from the branches and external auditors.
- Document any findings for explanation to auditors.
- Ad hoc tasks as required.



- Abide by and uphold the Principles of the International Red Cross Red Crescent Movement.
- Undertake any other reasonable work-related duties and responsibilities assigned by the relevant line manager that are consistent with the nature of the job and level of responsibility.

ROLE REQUIREMENTS

Essential Criteria

- Bookkeeping/accounting technician certificate.
- Strong interpersonal and communication skills, both written and verbal.
- Excellent command of Microsoft Suite, especially Microsoft Excel
- Effective organisational skills
- Attention to detail.

Desirable Criteria

- Knowledge of Exchequer or other financial reporting systems a plus.
- Experience in the not-for-profit sector.
- Volunteer experience.

FURTHER INFORMATION

The Irish Red Cross offers the following benefits in addition to salary:

- 20 days annual leave.
- Closure of the office on Good Friday, plus two additional 'privilege days' to be used at Easter and Christmas respectively.
- Death in Service benefit of four times salary
- Flexible working hours, including opportunities for hybrid working.
- Further education, training and learning supports.
- Professional subscriptions (as applicable)
- Travel (bike-to-work schemes/tax saver commuter tickets)

The Irish Red Cross is an equal opportunities employer. We value diversity and aspire to reflect this in our workforce. We welcome applications for people from all sections of the community, irrespective of gender, civil status, family status, sexual



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orientation, religion, age, disability, race, or membership of the Traveller community. This role requires applicants to have the right to work in Ireland.

APPLICATION PROCESS

To apply for this role, please forward a copy of your CV, together with a cover letter setting out how you meet the essential and desirable criteria for this role to:

jobs@redcross.ie

Your email should contain Branch Accountant in the subject line. Applications should be in .pdf or MS Word format, and with file names in the following format: **<Surname>, <First name> - CV and <Surname>, <First name> - Cover Letter**

The closing date for applications is **5pm 4th October 2024**.

Shortlisting for interview will be on the basis of the essential and desirable criteria for this role.

It is intended to hold initial interviews for this role week commencing 7th October 2024.

Please note that there may be a second round of interviews.