



FINANCIAL ACCOUNTANT

The Alzheimer Society of Ireland works across the country in the heart of local communities providing dementia specific services and supports and advocating for the rights and needs of all people living with dementia and their carers.

Our vision is an Ireland where people on the journey of dementia are valued and supported. A national non-profit organisation, The Alzheimer Society of Ireland is person centred, rights-based and grassroots led with the voice of the person with dementia and their carer at its core.

The ASI is currently recruiting a **Financial Accountant**. This is a full-time (35 hours per week) position working remotely under a permanent contract

As a Financial accountant, you will play a critical role within the finance team, supporting the Finance Manager and the Assistant Finance Manager in contributing to the overall financial health of the charity. Your responsibilities will be diverse, ensuring a well-rounded experience in various aspects of finance.

The Financial accountant will be reporting to the Finance Manager and will work as part of a team of 7 in finance. This role is varied and will entail report preparation as part of the financial reviews and will require a critical thinker. It will also involve general finance tasks and cover as necessary

As part of the finance team, this role will involve monitoring regional performance and their compliance with ASI stringent internal controls. It will also entail report preparation as part of the financial reviews and will require a critical thinker in order to form recommendations on any financial weaknesses identified. This role will also involve general finance tasks and cover as necessary.

An experienced newly or part-qualified accountant (ACA/ACCA or equivalent) is desirable. A hard-working, diligent, and solution-driven accountant will do well in this role.

To apply for this position, please submit a full and up-to-date CV and cover letter detailing why you believe you would be suited to this role to recruit@alzheimersociety.ie

Closing date for applications is the 30th May 2025

The Alzheimer Society of Ireland is an Equal Opportunities Employer.

FINANCIAL ACCOUNTANT - JOB DESCRIPTION

Purpose of Position:

As a Financial accountant, you will play a critical role within the finance team, supporting the Finance Manager and the Assistant Finance Manager in contributing to the overall financial health of the charity. Your responsibilities will be diverse, ensuring a well-rounded experience in various aspects of finance.

The Finance Department provides financial and administrative support services to all parts of the organisation employing over 700 staff, with a turnover of over €20ml. The finance department has a lead role in the development and maintenance of the financial control environment of the organisation, safeguarding the assets of the organization and ensuring adherence to all financial reporting requirements.

Our aim is to support ASI in achieving its overall strategy through the provision of timely, accurate and relevant information and ensuring we work to achieve the highest standards of financial practices.

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What you will need to succeed

An experienced newly or part-qualified accountant (ACA/ACCA or equivalent) is desirable. A hard-working, diligent, and solution-driven accountant will do well in this role.

What you will get in return

You will be rewarded with a competitive salary depending on experience. You will also enjoy benefits of a pension contribution, 24 days annual leave and remote working

Key Accountabilities:

Financial Reporting and Review:

- Assist in the preparation of annual budgets.
- Assist in the preparation of bi-monthly and annual financial statements
- Assist with variance analysis to identify and explain discrepancies

Payroll reports

- Prepare essential weekly payroll reports and analyse for any variances.

Journals

- Preparation and posting of journals as and when required in all areas of finance.

Petty cash

- Maintenance of several petty cash floats to ensure no float exceeds the limits as set out in the policy and that there are no disallowed purchases.

Fixed Asset Management

- Maintenance of the fixed asset register.
- Ensure that asset records are accurate and up to date.

Restricted/deferred/designated income

- Assisting with the maintenance of a schedule of restricted/designated/deferred income.

Cover

- Provide cover for payroll, accounts payable and accounts receivable during periods of annual leave or absenteeism.

Audit

- Assist with the finalization of the annual statutory audit. This includes obtaining supporting documentation for a sample of financial transactions selected by our statutory auditors.

Policy and Procedure Compliance

- Ensure all policy & procedure documentation is up to date. This will require a good level of English to ensure documents are easily read by non-financial staff.
- Assist the Finance Manager and Assistant Finance Manager in training non-financial staff in new policies & procedures.

Query Resolution

- Respond promptly and effectively to all finance-related queries in a timely and results focused manner

Flexibility and Adaptability

- Being flexible, adaptable and available to take on other tasks or duties as requested.



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Professional Representation

- Representing the organisation in a positive and professional way, which promotes the vision, mission and strategic priorities of the Charity.
- The above statements are intended to describe the general nature and level of work required from this position. They are not intended to be an exhaustive list of all responsibilities and activities required. The holder of this position is required to respond with a flexible approach when tasks arise which are not specifically covered in this job description.

PERSON SPECIFICATION:

Knowledge/Experience:

- Experienced Qualified/Part qualified Accountant (ACA, ACCA, or equivalent)
- Ability to effectively present financial information to all levels verbally and in written reports.
- Experience providing training to non-financial managers on financial policies and procedures.
- Accounts preparation and production experience essential.
- Strong understanding of how reconciliations can be used in the verification of data **(Essential)**
- Strong experience using Microsoft Excel (pivots, macros, VLOOKUP's) and word **(Essential)**.
- Strong understanding of payroll – desirable
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Skills/Competencies:

- The ability to use your own initiative to get things done.
- Willingness to learn.
- Understanding of the double entry accounting system **(Essential)**
- Strong ability to work independently and in a team.
- Strong IT skills
- Excellent numerical ability, analytical ability, and attention to detail
- Excellent written and oral communication skills
- Ability to produce meaningful management information.
- Highly organized

Package

- Opportunity to develop critical skills for career development.
- Competitive salary
- Mileage paid



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- Remote working
- Pension Plan Contribution & Death in Service Benefits
- Bike to work Scheme.

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