

JOB TITLE	Accountant
LOCATION	Methodist Church in Ireland Headquarters Edgehill 9 Lennoxvale Belfast BT9 5BY
CONTRACT	Part Time 22.5 hours per week (FTE 37.5 hours per week) permanent
ANNUAL LEAVE	35 Days including Bank Holidays (FTE)
SALARY	£26,444 (£44,074 FTE) Hybrid Working available Free onsite parking

Overview

The Methodist Church in Ireland seeking a Qualified Accountant to assist with the preparation of management accounts, year-end accounts and balance sheet reconciliations in addition to being involved in significant system and process work.

Main responsibilities

- Assist with year-end accounts preparation (including consolidation entries, restricted fund accounting, and supporting local treasurers in completing accounts processes)
- Review and complete various bank and control account reconciliations
- Prepare monthly management accounts, including posting budget journals if required
- Assist with processing returns templates to accounting system
- Assist with regulatory submissions as required.
- Assist with all audit processes and liaising with external auditors
- Assist with Pension Scheme accounts
- Assist other staff and volunteers to meet finance team deadlines
- Assist church treasurers in understanding the operation of the finance system and creating and running reports to answer their queries
- Such other duties as may be requested from time to time.

Skills and Experience

- Qualified Accountant with minimum of 5 years' experience (ACA, ACCA or CIMA or equivalent) (desirable Experience of working in charity sector)
- Experience of working in a busy finance setting
- Substantial experience with major accounting system
- Excellent working knowledge of Microsoft Office suite is necessary, in particular Microsoft Excel.
- Strong IT and analytical skills
- Ability to manage a complex workload

Person Specification

	Essential Criteria	Desirable Criteria
Qualifications	<p>Qualified Accountant.</p> <p>Membership of a recognised accountancy body (ACA, ACCA, CIMA, CIPFA) or equivalent</p>	
Experience	<p>Minimum of 5 years of experience working in a busy finance setting.</p> <p>Excellent IT and Excel skills</p> <p>Experience of using a financial accounting package</p>	<p>Experience of working in the charity sector</p> <p>Experience of charity accounting</p> <p>Working knowledge of Gift Aid</p>
Skills	<p>Ability to work under pressure and deliver a varied portfolio of work with minimal supervision.</p> <p>Excellent verbal and written communication skills</p> <p>Excellent organisational skills including planning, setting priorities and meeting deadlines</p> <p>Excellent interpersonal skills</p> <p>Concern for excellence and attention to detail</p>	
Personal / character	<p>Willingness to work with respect to the aims and ethos of the Methodist Church in Ireland</p> <p>Willingness to assume responsibility</p> <p>Adaptable to change</p>	