**Job Description**

**TITLE: Accounting Technician**

**RESPONSIBLE TO: Head of Corporate Services**

**LOCATION: Belfast**

**Job Purpose**

To assist the Head of Corporate Services with the operation of all financial systems, the prompt and efficient implementation of financial policies, ensure the effective and efficient recording and controls for accounting data, including all income and expenditure, payroll, taxation, Banking, and Fixed Assets.

The post holder will be based in Community Restorative Justice Ireland, Belfast. However, due to the nature of this job, the post holder will be required to work at or travel to any place which the organisation requires, including other regions in order to attend meetings, events, training and so forth.

**Financial Administration Duties**

1. Maintain (digital) Income and Expenditure Ledger and produce Income & Expenditure Reports (restricted /unrestricted) as required for the Board
2. Undertake Bank Reconciliations
3. Undertake all organisational financial transactions - in accordance with Financial Procedures e.g. Salaries, HMRC, Pensions, Employers and Employees NIC calculations
4. Check invoices for accuracy, signatures in advance and complete BACS requisition forms of invoice payments
5. Update Project Budget Records
6. Produce spreadsheets pertaining to the annual organisational operation (e.g. indicating, Salaries, HMRC, Pensions, Employers and Employees NIC calculations etc)
7. Maintain purchasing and payment of goods and services
8. Complete financial drawdown details with relevant funding bodies (in accordance with funder’s guidelines)
9. Support Financial Reporting and Monitoring Returns – assist in completion of Funder’s Financial and Monitoring Return forms
10. Preparation for and execution of all audits and verification visits as required by funders.
11. Undertake correspondence with Accountants regarding annual reporting (Yearly Accounts)
12. Updating and maintaining financial filing systems on computer and ensuring Backup is in undertaken
13. Liaise with colleagues, to maintain and improve internal controls with full and proper authorisation of transactions
14. Assist in producing monthly management accounts for senior managers and trustee board meetings.
15. Assist, supervise, and implement CRJ policies in supporting colleagues’ trainees and volunteer support staff.

As the post holder will be in close contact with children and vulnerable adults, the post is subject to an Access NI check.  Having a criminal conviction does not imply that employment will not commence or continue, a risk assessment will determine the outcome. **The post holder is responsible for informing management of any new convictions incurred during their time of employment**. Failure to disclose is considered Gross Misconduct.

***This job description is not intended to be restrictive or definitive and will be modified to meet the requirements of the evolving needs of the services we provide.  The responsibilities of the post will change in line with continuous improvements as CRJI aims to meet its vision, strategic planning and best response to the needs of clients accessing our services.***

**Job Specification**

The successful candidate will have the necessary self-driven, hands on, enthusiasm to develop, this new post and add to the achievements and growth of Community Restorative Justice Ireland.

**Essential Experience**

1. A third level qualification in a relevant discipline **OR** three years’ experience of working in finance and administration.
2. Proven experience of implementing efficient organisational processes.
3. Experience of using the software packages QuickBooks and Bright Pay

**Essential Skills and Abilities**

1. Experience of PAYE, HMRC, pensions, NIC calculations
2. Experience of bookkeeping/invoicing/administering BACS payments and ensuring confidentiality of information.
3. Experience of producing financial reports
4. Experience of updating budgets and preparing annual and project budgets
5. Proficiency in the use of Microsoft Office package
6. Experience in using digital communication channels/platforms - e.g. digital Events, social media platforms
7. A pro-active and organised individual – able to organise own workload, complete and manage the combination of tasks in timely manner
8. Ability to work on your own initiative
9. A flexible approach to work and willingness to work occasional unsociable hours as the job requires.

**Desirable Skills and Abilities**

The right candidate would be expected to work with and become sufficiently competent, to contribute to the maintenance and development of our systems, within the requirements of colleagues and regulations, as we continue to attract new projects.