



Vacancy Details

Job Title: Financial Accountant

Reporting to: Financial Controller

Background to Waterford Area Partnership and SICAP

Waterford Area Partnership CLG is a community led Local Development Company. It delivers a range of social and economic programmes at local level across County Waterford. The company supports communities, individuals, and businesses to increase their economic sustainability and improve their quality of life. Supports include capital grant aid, technical assistance, guidance and mentoring, information and support, training opportunities and development initiatives.

Due to the recent addition of several new programmes we now wish to recruit a full time Financial Accountant to join our Finance function. This challenging role offers the opportunity to work across a range of programmes which will combine many aspects of Finance.

Responsibilities

- ☐ Post accounting entries on Accounts IQ to trial balance stage.
- ☐ Prepare month end balance sheet reconciliations.
- ☐ Maintain and update Fixed Asset Register.
- ☐ Creation and posting of monthly salary and ancillary journals.
- ☐ Assist the Financial Controller with the preparation of Monthly Management Accounts.
- ☐ Assist in the preparation of the audit file for the annual end of year statutory Audit.
- ☐ Assist with the annual budgeting and quarterly forecasting processes.
- ☐ Process designated programme P2P paperwork to approval stage.
- ☐ Assist in the processing of payments to suppliers.
- ☐ Liaise closely with designated programme managers to ensure efficient budget management.
- ☐ Provide payroll and accounts system processing cover as required.
- ☐ Provide assistance with any potential programme audits as and when they occur.
- ☐ Work closely with management on process improvement.
- ☐ Other finance related tasks supporting financial processes.

Essential Requirements

- ☐ The successful applicant will have 2+ years' experience within a busy finance department.
- ☐ Qualified accountant or finalist.

- ☑ Have a good understanding of financial management and double entry bookkeeping.
- ☑ Fast learner with the ability to work on own initiative.
- ☑ Excellent communication and presentation skills (verbal and written), with an aptitude for accuracy and attention to detail.
- ☑ Strong proficiency in the use of MS Office, in particular Excel for data extraction and reporting.
- ☑ Highly organised with the ability to manage multiple activities simultaneously to accomplish goals, establishes efficient work procedures to meet objectives and skilled in prioritising workload to achieve deadlines.

Conditions of Employment

Salary

Commensurate with experience.

Contract

Subject to ongoing programme funding.

Further Information / Application

To apply for this position, please submit your CV with a cover letter by email to info@wap.ie referencing “Financial Accountant”, to arrive on or before **5pm on Monday 17th April 2023**.

Waterford Area Partnership CLG is an Equal Opportunities Employer

This company receives grant aid from Waterford City & County Council



Rialtas na hÉireann
Government of Ireland



The Social Inclusion and Community Activation Programme (SICAP) 2018-2022 is funded by the Irish Government through the Department of Rural and Community Development and co-funded by the European Social Fund under the Programme for Employability, Inclusion and Learning (PEIL) 2014-2020.