



Financial Accountant

Job Description

Leave No Trace Ireland is looking for a part-time part qualified **Financial Accountant** to join its team.

Salary: Open to Negotiation and based on experience

Hours: Part-Time / Flexible

Period: 12 month Temporary Fixed-Term Contract

Closing Date: 22nd December 2021

JOB PURPOSE

Reporting directly to the CEO, Operations Manager and external Auditor, the role will be responsible for managing month-end & year-end close processes, preparing cash flow casts & budget plans, supporting/maintaining internal controls, assisting in audit processes & delivering on financial projects.

ROLE AND RESPONSIBILITIES:

- Financial Reporting & Analysis - Coordinate production of monthly management account packs with meaningful analysis that creates insight for the organisation
- Financial Planning - Assist in budgeting, cash flow forecasting and scenario planning
- Financial Controls - Work with the CEO to ensure first in class financial controls are being maintained and adhered
- Financial Monitoring - Develop and maintain quarterly management team reporting packs to compare budget v actual and provide insightful analysis
- KPI's - Report weekly KPI's to the Senior Management Team with analysis
- External Audit – coordinate external audit with auditors
- Internal Audit – liaise with our Internal Auditors to coordinate the internal audit
- Digital Transformation - Assist in developing and implementing the Finance teams' digital transformation
- Finance Business Partner – be the first point of contact for Finance related queries for other departments within Leave No Trace Ireland
- Donor Reporting – develop financial reports for private and grant funding
- Governance – review existing policies in line with the Charities Regulator Governance Code and Financial Procedures suggesting amendments and/or additions where required

- Projects – Any other ad hoc financial management responsibilities that may arise from time to time
- Process Improvement – Take a pro-active role in suggesting process improvements in pursuance of a best in class Finance system

ESSENTIAL EXPERIENCE AND SKILLS:

- Qualified Accountant with ACA/ACCA/CIMA qualification
- 5 years' experience working in a Finance Function or Practice
- Knowledge of current financial accounting standards and implementation of integrated accounting systems
- Experience of month end reporting
- Advanced Microsoft Office skills (Excel, Word & PowerPoint)
- Knowledge of Sage 50 system
- Ability to work as part of a team
- Experience of change management projects
- Knowledge of the Charities Regulator Governance Code
- Strong communication skills with the ability to interact effectively with both internal and external stakeholders
- Goal orientated with a proven track record of consistently meeting strict deadlines and working with projects
- Commitment to continuous professional development
- Interest in the sector and commitment to the vision and values of the organisation

APPLICATION DETAILS

- Position based at Westport, Co. Mayo (with flexible working conditions)
- Start date: January 2022
- Interested candidates should submit a copy of their curriculum vitae and cover letter to Rachel Shawe at rachel@leavenotraceireland.org. Leave No Trace Ireland is an equal opportunities employer.
- **Closing Date:** 22nd December 2021

ABOUT

Leave No Trace Ireland is a not-for-profit company made up of member organisations with a shared interest in encouraging responsible enjoyment of Ireland's natural environment. The Leave No Trace programme promotes and inspires responsible outdoor recreation through education, research, partnerships and volunteerism throughout the island of Ireland. Visit www.leavenotraceireland.org for more details.