



## Job and personal specification

**Job Title:** Accounts Assistant

**Reporting to:** Head of Finance

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Leitrim Development Company is a community led Local Development Company. It delivers a range of rural, social and economic programmes at local level across County Leitrim. 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.

Leitrim Development Company wishes to recruit a full time Accounts Assistant to their 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 SAGE to trial balance stage
- Prepare month end reconciliations
- Posting of wages journals
- Assist the Head of Finance with the preparation of Monthly Management Accounts
- Assist in preparation for the end of year Audit
- Assist with budgeting and forecasting process
- Payment of suppliers on a weekly basis
- Liaise closely with programme managers to ensure efficient budget management
- Bank reconciliations and updating spreadsheets daily
- File and organise associated paperwork
- Payroll annual leave cover
- Provide assistance with any potential audits or internal requests
- 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 accounts/finance role (practice or industry), a relevant accountancy/finance qualification would be an advantage
- Working knowledge and use of SAGE accounts desirable
- Have a good understanding of financial management and double entry bookkeeping
- Fast learner with the ability to work on own initiative
- Professionally persistent in achieving deadlines
- Excellent communication and presentation skills (verbal and written), with attention to detail
- Strong proficiency in the use of Microsoft Office, specifically MS Excel and the ability 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 be skilled in prioritising

# Conditions of Employment

## Salary

Remuneration will be between €29K - €31K and commensurate with experience.

## Contract

Initial twelve-month contract.

# Further Information / Application

To apply for this position, please submit your CV with a cover letter by email to [admin@ldco.ie](mailto:admin@ldco.ie), referencing "Accounts Assistant", to arrive on or before 5pm on Tuesday 31<sup>st</sup> January 2023.

***Leitrim Development Company is an Equal Opportunities Employer***



This company receives grant aid from Leitrim Local Community Development Committee under the Rural Development Programme which is financed by the Irish Government under the Rural Development Programme Ireland 2014-2023 and by the European Agricultural Fund for Rural Development: Europe investing in Rural Areas.

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