

<b>Position</b>	<b>Financial and Accounting Technician</b>
<b>Reporting to</b>	Financial Controller
<b>Location (Prime)</b>	Glasnevin
<b>About Dublin Cemeteries Trust</b>	Founded in 1828, Dublin Cemeteries Trust group is the leading provider of Burial and Cremation services in the greater Dublin area and manages a total of five Cemeteries and three Crematoria, including an award-winning heritage site at Glasnevin, Ireland's National Cemetery.
<b>Scope of Responsibility</b>	A member of the Finance Team with responsibility for bank reconciliations, involvement with monthly management accounts and other day-to-day finance operations. The position also entails responsibility for overseeing end-to-end payroll processing on a weekly basis.
<b>Duration</b>	Permanent
<b>Hours of work</b>	37.5 hours
<b>Key Areas of Responsibility</b>	<p><b>Duties</b> <b>Finance Day to Day</b></p> <ul style="list-style-type: none"> <li>• To prepare bank reconciliations on a monthly basis for two entities</li> <li>• To prepare, monitor and review cash related tasks and activities and follow up as necessary.</li> <li>• Perform monthly reconciliations of key control accounts</li> <li>• Prepare and submit VAT returns</li> <li>• To assist in the preparation of the monthly management accounts as directed by the Financial Controller and the Finance Director.</li> <li>• To assist with internal audit as required for two entities as directed by Financial Controller and Finance Director.</li> <li>• To act as assistant Master Data Controller as support to the Financial Controller in this role</li> <li>• To participate in the operational tasks of the finance team in an efficient, effective and timely manner, as directed by the Financial Controller and the Finance Director.</li> <li>• To manage and ensure efficient operation of payroll function and associated reporting.</li> <li>• To work closely with other functional departments including HR, Cemeteries, Visitor Centre, Monument Works, Administration and Marketing</li> </ul>

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	<p><b>General</b></p> <ul style="list-style-type: none"> <li>• To deal with ad-hoc queries from staff, suppliers, customers and other stakeholders</li> <li>• To assist the Financial Controller and Finance Director in the production of Ad Hoc reports as requested and completion of statutory returns as required</li> <li>• To follow all financial policies and procedures</li> <li>• To carry out all duties with due regard for all Dublin Cemeteries Trust Policies and Procedures</li> <li>• To carry out any other duties commensurate with the post and the needs of the organisation</li> <li>• Participate in the Staff Development training on offer and performance management schemes</li> <li>• Our vision, mission and values are the heart of everything we do – it is your duty to the Trust, our customers and your team that you are leading by example through these.</li> </ul> <p><b>Flexibility</b></p> <p>We aim to be flexible in our role and adaptability is very much part of the ethos of Dublin Cemeteries Trust. You may be asked to perform other duties which are not included above but which are relevant to your area of work. In addition, you may be asked to help out other colleagues in DCT from time to time.</p> <p>As a result of technological advancement, regulatory changes and sectoral developments, the workplace will continue to change over time, with new systems and new work practices being introduced as needed. Your duties will evolve over time as the needs of the organisation and the environment in which it is operating develop. In addition, your duties may evolve in line with your own development in your role.</p> <p>The above list is not exhaustive; additional areas of responsibility may be added over time and flexibility to cover for other staff roles is required from time to time.</p>
<p><b>Key Requirements</b></p>	<ul style="list-style-type: none"> <li>• Bachelor's degree in finance, accounting, business administration, or a related field.</li> <li>• Part qualified (ACCA/CIMA) desirable</li> <li>• At least three years' experience working in a similar role</li> <li>• Experience supporting or processing payroll transactions</li> <li>• Strong knowledge of accounting and bookkeeping procedures</li> <li>• Understanding of VAT and tax compliance</li> </ul>

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	<ul style="list-style-type: none"> <li>• Strong organisational, administrative and time-management skills</li> <li>• Excellent analytical and problem-solving skills</li> <li>• High attention to detail and accuracy in financial record-keeping.</li> <li>• Confidential approach to financial data</li> <li>• Ability to use own initiative</li> <li>• Good verbal and written communication skills</li> <li>• Good interpersonal skills with an ability to work independently and collaboratively in a team environment</li> <li>• Competent in the use of Microsoft packages (especially Excel)</li> <li>• Proficiency in SAP, preferably SAP Business One</li> <li>• Knowledge of payroll software is an advantage</li> </ul>