

Booterstown Parish is a long-established busy Parish currently undergoing major change following the construction of a Pastoral Centre, which is bringing many new opportunities for activities and development.

We are looking for a part-time **Parish Finance Officer** to join our team to manage the Finance function. This role will involve management of all the day-to-day finances of the Parish and also support for the Pastoral Centre Manager in running the finances of the Centre.

**The role will involve, but is not limited to:**

- Inputting income and expenditure
- Ensuring compliance with the Parish Financial Control Framework
- Reconciling bank accounts
- Preparing finance reports for Parish Finance Committee
- Liaising with the Archdiocese on financial matters
- Preparing tax refund claims for processing through ROS
- Maintaining information relating to tax claims and communicating with parishioners as required
- Managing project accounts for building works
- Managing accounts for Pastoral Centre and supporting Pastoral Centre Manager in their work
- Preparing payroll and managing employee records
- Supporting Parish Secretary

**We are looking for a candidate who is:**

- Ideally a qualified accountant or a bookkeeper with 5+ years relevant experience (essential)
- Familiar with the requirements of the Charities Act and Charities SORP
- Proficient with computers, Excel and accounts packages
- Is able to manage their own workload and deliver to deadlines
- Pro-active
- Attention to detail is a must for this role.
- Flexible around hours - ideally 3-4 hours up to three times a week.

If you would like to join our team, please submit your CV with a covering letter by email to [info@booterstownparish.ie](mailto:info@booterstownparish.ie) for the attention of the Finance Committee

**Closing Date:** Monday, 17<sup>th</sup> June 2019 at 5.30 p.m.