

Finance Officer: Information Booklet

The National Adult Literacy Agency (NALA) is recruiting a Finance Officer.

We are looking for a motivated, energetic and results driven team player to join our organisation and to help us achieve our vision.

The Finance Officer will play an important role in delivering NALA's day-to-day accounting function and assisting the Finance & Support Services Manager in developing all NALA's operational finance activities.

This is a varied and interesting role and it will provide a great opportunity to gain finance and accounting experience in the charity sector.

The ideal candidate will have strong prior hands on experience in all aspects of accounting up to Trial Balance level, including the management of Debtors and Creditors ledgers.

To apply for this position submit a completed application form [available here](#), covering letter and a current CV by email to recruitment@nala.ie by **5 pm Monday 8 March 2021**.

The National Adult Literacy Agency is an equal opportunity employer.

At the moment, we do not require the assistance of recruitment agencies to fill our vacancies.

Summary of Conditions of Service

Title: Finance Officer

Reports to: Finance and Support Services Manager

Location: Dublin 6. *Please note:* Due to COVID-19 restrictions the post may be initially and periodically be on a remote working basis.

Contract: Full time contract, 35 hours a week

Pay: The salary for the position is €31,266.35 which is point 1 on the Administrative Officer scale which ranges from €31,266.35 to €59,382.70. Candidates should note that entry will be at the minimum of the scale or negotiated depending on the candidate's current salary. Progression on the scale is subject to satisfactory service and NALA's financial resources.

Tenure and probation: The position is offered initially on a 12 months fixed term basis. A probationary period of 6 months will apply from the date of commencement of employment.

Application process: Cover letter, completed application form and current CV.

Closing date: 5pm, Monday 8 March 2021

Questions: Email any questions to recruitment@nala.ie or call 01 412 7900.

About the National Adult Literacy Agency

The National Adult Literacy Agency (NALA) is a Registered Charity committed to ensuring that people with literacy and numeracy difficulties can fully take part in society. According to the last international survey, one in six people has a literacy difficulty in Ireland. One in four people has a problem with numeracy.

Unmet adult literacy and numeracy and digital needs have devastating consequences for individuals, communities and the economy. People at the lowest literacy and numeracy levels earn less income, have poorer health and are more likely to be unemployed.

Since we were set up by volunteers in 1980, we have been a leading campaigning and lobbying force on adult literacy issues. We have been involved in national policy; tutor training and teaching resources, research and campaigns to support people with literacy and numeracy difficulties.

See www.nala.ie for more information.

About the role

The Finance Officer will work closely with the Finance and Support Services Manager in managing and developing NALA's Finance function to support the aims and objectives of NALA's strategic plan 2020-2022 and beyond.

Duties and Responsibilities

The Finance Officer's role will include:

- All day-to day accounting processing duties using SAGE 50
- Management of the Accounts Payable and Accounts Receivable ledgers (including debtors' credit control)
- Assist with Monthly Payroll and Revenue Returns
- Reconciliation of bank, debtors, creditors and nominal ledger control accounts
- Assist with Debtors' Invoicing (provide maternity leave cover)
- Process all online payments in accordance with NALA's procedures and authorisation levels as set out in the internal financial controls manual.
- Preparation of Accounts to trial balance
- Assist the Finance Manager in the preparation of monthly management accounts, budgets and forecasts as required
- Assist Auditors (Funders, Internal and Statutory) with their work in order to ensure timely and effective audits are completed
- Work closely with the Finance Manager on developing and implementing initiatives to deliver efficiencies and improvement in finance operations, internal control and reporting and in the continuous improvement of the finance function
- Other financial duties and general administration work as required

Essential Criteria:

- At least three years' relevant work experience in the public, private or NGO sectors
- Sage 50 accounting experience
- Well-developed understanding of basic book-keeping concepts and accounting principles and practice
- Prior hands-on experience in all aspects of business accounting in a busy

accounting department

- Strong working knowledge and proficiency in MS Office, particularly in Excel (advanced user level)
- Strong work ethic, strong personal drive and commitment to attaining results coupled with a continuous improvement mind-set
- Strong Interpersonal, Communication and Teamwork skills
- Excellent organisational ability, capable of effectively managing multiple tasks concurrently
- Ability to work effectively on own initiative and collaboratively with NALA teams and management
- Flexibility to undertake other administration duties to support NALA's strategic objectives and staff when required.

Desirable but not essential

- Professional or educational qualification in accountancy or current enrolment on professional qualification course
- Experience of Salesforce
- Experience of Charities SORP accounting standards and practice
- A full driving licence

Recruitment process

The National Adult Literacy Agency is recruiting for this position

How to Apply

Applicants should email a [completed application form](#), current CV and cover letter with the names of two referees to recruitment@nala.ie (NALA will not contact your referees without asking you first). The cover letter should set out how the applicant meets the essential requirements and personal attributes of the post and their motivation for applying for the post.

Closing Date

The closing date for receipt of applications is **5pm, Monday 8 March 2021**.

All applications will be acknowledged. If you do not receive an acknowledgement within 5 days of applying please email recruitment@nala.ie.

Essential Requirements and Personal Attributes

Candidates will be required to possess all the essential requirements and personal attributes required for the position. They will be requested to demonstrate this both in the application form and, if shortlisted, by interview.

Health

Candidates must be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

Selection Process

The selection process may include the shortlisting of candidates on the basis of their application form, CV and cover letter and will include an interview.

Shortlisting

A shortlisting process will involve a panel that will select candidates for interview who, based on an examination of the application form and assessed against the essential requirements and personal attributes required, appear to be the most suitable for the position. Shortlisted candidates may be required to submit further information prior to the interview.

Interview

Shortlisted candidates will be called for interview by a panel. The interview will focus on how the candidate meets the essential requirements and personal attributes of the post and their career and experience to date. If required, candidates may be called for a second interview and/or asked to complete a short task based test. Further information will be provided on this in advance of the interview.

Note: It is expected that interviews will be held on the week beginning 22 March 2021. Candidates will be notified of interview dates and arrangements at the earliest opportunity. It will be candidates' responsibility to make themselves available for interview as advised.

Deeming of candidature to be withdrawn

Candidates who do not attend for interview as required or who do not, when requested, furnish such evidence, as the National Adult Literacy Agency requires in regard to any matter relevant to their candidature, will have no further claim to consideration.

Candidate Feedback

Feedback will be provided on written request.

Confidentiality

Please note that all personal data shall be treated as confidential in accordance with the Data Protection Acts 1988 to 2018.

Candidates should note canvassing will disqualify.

Summary of Conditions of Service

Pay

The salary for the position is €31,266.35 which is point 1 on the Administrative Officer scale. The current scale for the Administrative Officer is €31,266.35, €33,624.59, €34,297.16, €37,249.46, €41,027.57, €43,903.24, €46,780.81, €49,666.89, €52,544.46, €55,411.62, (€57,399.05 after three years at the maximum), (€59,382.70 after six years maximum). Candidates should note that entry will be at the minimum of the scale or negotiated depending on the candidate's current salary. Progression on the scale is subject to satisfactory service and NALA's financial resources.

Tenure and probation

The position is offered initially on a 12 months fixed term basis. A probationary period of 6 months will apply from the date of commencement of employment.

Duties

The officer will be required to perform any duties appropriate to the position that may be assigned from time to time. The position is full time and the officer may not engage in private practice or be connected with any outside business that would interfere with the performance of official duties.

Headquarters

The post normally will be located in the National Adult Literacy Agency, Sandford Lodge, Sandford Close, Dublin 6. Due to COVID-19 restrictions the post may be initially and periodically be on a remote working basis.

Hours of attendance

Hours of attendance will amount, on average, to not less than 35 hours per week.

Annual Leave

Annual leave will be 22 days a year. This allowance, which is subject to the usual conditions regarding the granting of annual leave, is on the basis of a five-day week and is exclusive of the usual public holidays.

IMPORTANT NOTICE

The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment, which will be set out in the employment contract to be agreed with the successful candidate.