

## Job Description

<b>Date</b>	21.12.2023
<b>Job Title</b>	<b>Finance Assistant &amp; Office Manager</b>
<b>Location</b>	Dublin city centre
<b>Hours</b>	Part-Time: 2 to 3 days per week (open to flexibility on working arrangements)
<b>Salary</b>	Range €30,000 - €35,000 (full time equivalent) depending on experience
<b>Reporting to</b>	<b>Chief Operations Officer (COO)</b>
<b>About EMI</b>	<p>Founded in 1954, European Movement (EM) Ireland's mission is to develop the connection between Ireland and Europe, and to achieve greater public understanding of and engagement with the European Union and with our European partners. We do this by providing objective information and by stimulating debate.</p> <p>Our aim is to reach a wide range of audiences throughout Ireland, and our goal is to build positive public movement, ensuring that Ireland continues to contribute to shaping and sustaining a peaceful, progressive, democratic EU. Separately, we work to inform our European colleagues, through international networks such as <a href="#">European Movement International</a>, about the role Ireland plays in Europe and the EU, and the role that the EU plays in Ireland.</p> <p>We believe that Ireland is best served by a population who understand the EU and the broader community of European nations and engage constructively in its future development. Our vision is of an Ireland that contributes to making the EU fairer and better; an Ireland that recognises that a well-functioning EU is good for all. An independent organisation, we support European integration and Ireland's membership of the European Union, and act with integrity at all times.</p> <p>In uncertain times, we are working to frame Ireland's place in Europe in accessible, understandable, and engaging ways, with communities at home and abroad. We are adaptable, forward thinking, and creative in</p>

	<p>our approach, and this philosophy underpins all our work, whether it be innovative digital campaigns, or engaging, citizens-driven forums. In explaining Europe, our goal is to reach our audiences in ways that are relevant to them.</p> <p>We are developing a new strategic plan to best position us to respond to the growing appetite for information about the European Union and to further increase our relevance and visibility as a bridge between Ireland and the rest of Europe. This strategy is designed to be agile and adaptable, recognising the opportunity to develop new approaches that reflect how we live today, with a focus on digital, home-based engagement.</p> <p>This strategy takes a broad approach and is designed with the goal of supporting a well-informed population, who can participate in informed debate and about Ireland's European relationships. You can read more <a href="#">here</a>.</p>
<b>Job Purpose</b>	<p>Working closely with the COO the Finance Assistant is at the centre of our organisation as a core link between all departments. You will assist in the management of all EMI finances, facilities and operations for an office and team of approximately 15-20 people.</p> <p>You will also have responsibility for assisting in the management of HR administration and training of the team.</p> <p>We are looking for someone who has a keen interest in finances, process improvement and in working closely with the COO you will have an opportunity to implement and manage change systems and procedures across the finance, administration, operations and HR functions.</p>

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<b>Key responsibilities</b>	<p><b>Bookkeeping duties and preparation of accurate finance records</b></p> <ul style="list-style-type: none"><li>• Accounts payable processing, payments and management of Creditors Control Account</li><li>• Accounts receivable processing, income recording and management of Debtors Control Account</li><li>• Direct Debit monthly processing</li><li>• Credit Card &amp; Debit Card processing</li><li>• Bank Reconciliations monthly</li><li>• Management Accounts preparation in conjunction with the COO</li><li>• Assist the COO with allocation of central costs across various donor and budget lines</li><li>• Preparation of budget monitoring reports for Managers of EMI</li><li>• Help to provide financial information and reports to funders outlining the activities undertaken as committed to in funding applications</li><li>• Support the COO with the Annual Audit and provide information to the auditors for preparation of annual Financial Statements</li><li>• Work with the COO in preparation of EMI Finance and Audit Committee and work to provide reports for meetings</li><li>• Manage and liaise with all suppliers and work to ensure value for money</li><li>• In collaboration with other team members, manage all membership administration and issuing of annual invoices to European Movement Ireland's membership base</li></ul> <p><b>HR Administration</b></p> <ul style="list-style-type: none"><li>• Assist the COO in management of HR online platform for recording annual leave, TOIL and working from home for all staff</li><li>• Ensure EMI complies fully with all Health &amp; Safety legislation and practices</li></ul>
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	<ul style="list-style-type: none"> <li>• Monitor the implementation of the new EDI (Equality, Diversity &amp; Inclusion) Policy of EMI with the COO</li> <li>• Assist with Inductions of all new staff members and updating the EMI induction pack</li> </ul> <p><b>Office Management</b></p> <ul style="list-style-type: none"> <li>• Provide for the smooth and effective running of the organisation through managing all facilities and infrastructure supports of the office</li> <li>• Act in accordance with the objectives and ethos of European movement Ireland</li> <li>• Undertake other duties as may be reasonably required from time to time</li> </ul>
<p><b>Experience &amp; Skills</b></p>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Accounting / bookkeeping qualification or part qualification at Accounting Technician level or similar</li> <li>• Accounts Payable and Receivable experience</li> <li>• Knowledge and user experience of Microsoft Office software</li> <li>• Experience of preparation of management accounts in excel to draft level</li> <li>• Budget management experience for a small organisation</li> <li>• General office management experience and working as part of a collaborative team</li> <li>• Good organisational, planning and problem-solving skills</li> <li>• The ability to adapt to the needs of a busy and changing environment and deliver tasks within time constraints and react effectively to changing priorities</li> <li>• Possess strong attention to detail and high accuracy</li> <li>• The ability to work on one's own initiative and to meet tight deadlines</li> </ul>

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	<p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Knowledge of Sage Software packages</li> <li>• CRM / HR Locker system experience</li> <li>• Experience of developing, implementing and reporting on funded projects and programmes</li> <li>• Understanding of non-governmental organisations and the financial environment in which they operate an advantage</li> </ul>
<p><b>Other considerations</b></p>	<ul style="list-style-type: none"> <li>• Excellent analytical and numeracy skills, with a high level of accuracy and strong attention to detail</li> <li>• Well-developed organisational and multi-tasking skills with ability to work both independently and collaboratively as part of a small team</li> <li>• Excellent level of interpersonal, communication and motivational skills</li> <li>• Aptitude for developing and using different IT systems</li> <li>• Enthusiastic, resourceful and capable of operating well in a busy office environment reporting to C-level management</li> </ul>
<p><b>Application Process</b></p>	<p>Please apply through the EMI website with your CV and Cover letter (max 3 pages) in one PDF file via the online submission form. Applications received by email will not be considered.</p> <p>The closing date for receipt of applications is: Close of Business <b>Monday 29<sup>th</sup> January 2024</b>.</p> <p>First round interviews are scheduled to take place the week beginning of <b>5<sup>th</sup> February 2024</b> in our Dublin office.</p> <p><i>Whilst we would love to speak to each and every applicant, where this is not possible, we will endeavour to contact you via email.</i></p>

*EMI is committed to equality, diversity and inclusion and we do not accept discrimination of any kind.*

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