



Job Description

Job title:	Finance Support Officer
Location:	Ruhama Head office at 4 Castle Street, Dublin 2 or 3 Castle Street, Dublin 2
Reports to:	Finance Officer
Purpose:	The post holder will provide accurate bookkeeping and financial admin support to the Finance Officer
Contract	Permanent and part-time 8 hours per week – 2 x half days
Salary:	Competitive Salary range applies

Key Duties may include but not limited to:

- Day to day bookkeeping duties to include creditors and payments.
- Reconciliation of the credit card, debit card and petty cash expenditure at month end.
- Preparation and reconciliation of monthly bank accounts.
- Maintain appropriate filing of financial records and ensure proper backup of all files in line with GDPR.
- To carry out any other duties consistent with the role of Finance Support Officer as instructed.

Person Specification

Qualifications, Knowledge & Experience

- A minimum of 2/3 years working in a similar bookkeeping/admin role – *Essential*
- Excellent IT skills in MS Office with an emphasis on Excel – *Essential*
- Knowledge & experience of SAGE 50 Accounting – *Desirable/Advantage*
- Previous experience working in the NGO/Charity sector – *Desirable/Advantage*

Key Skills

- Accurate recording and back-up for all creditors and payments.
- Proven ability to use own initiative and work well both independently and as part of the Ruhama team.
- Ability to take ownership and drive tasks through to completion.
- High degree of analytical, conceptual and problem-solving skills.
- Strong attention to detail.
- Strong time-management skills and able to prioritise, multitask and meet tight deadlines.
- Excellent English both written and spoken.
- Strong team player with excellent listening skills and interpersonal communication skills.