

# Job Description – Finance Officer

**About us:** Misean Cara is an Irish non-governmental organisation (NGO) supporting the overseas development work of Irish missionary organisations. Our 77 member organisations work at the forefront of long-term development and humanitarian work in 40 countries worldwide.

**Position Summary:** The Finance Officer is responsible for all day-to-day accounting in Misean Cara from processing payments, payroll, bank reconciliations, and providing detailed support during monthly and annual reporting cycles.

**Reporting to:** Financial Controller

## **Key Responsibilities:**

### Monthly:

- Prepare management accounts for review
- Process invoices and payments to suppliers; and members (fortnightly)
- Prepare payroll on BrightPay for approval and submit all associated returns
- Prepare monthly bank reconciliations for review
- Post all monthly journals in an accurate and timely manner
- Maintain and update the fixed asset register.

### Quarterly and Annually:

- Provide administrative support to the Financial Controller for quarterly Finance Oversight Risk and Audit Committee (FORAC) meetings.
- Liaise with auditors on statutory audit
- Liaise with auditors for internal audits as required (2-3 annually)
- Assist with the preparation of the annual budget and quarterly forecasts.
- Assist with the preparation of the annual financial statements (SORP)
- Assist with the preparation of reports (Annual, Directors, Donors, etc.)
- Assist in insurance renewal process
- Occasional overseas travel for auditing of projects may be required.

### Other:

- Keep operating procedures and finance manual updated
- Keep accurate records of third-party contracts
- Support other teams in financial matters including pre and post travel.
- Any other duties as assigned by the Financial Controller or CEO.

## **Skills & Attributes - essential**

- Accounting Technician Diploma (ATI) or Advanced Certificate in Accounting
- Minimum 3 years practical, hands-on accounting experience
- Advanced IT skills – Accounts IQ and Bright Pay or similar packages, and Microsoft Office. In particular Excel and Word
- Acute attention to detail

- Methodical and analytical approach to tasks and adherence to deadlines
- Strong communication, relationship and interpersonal skills
- Ability to work with guidance and on own initiative
- Fluency in written and spoken English.

#### **Skills & Attributes – desirable**

- Experience in the not-for-profit sector
- Prior auditing experience
- General knowledge of donor compliance reporting guidelines.

#### **Accountability to Mísean Cara**

- Commitment to the values and ethos of Mísean Cara
- Adherence to professional standards and Code of Conduct.

#### **Terms and benefits:**

- Permanent contract
- Salary range €44,200 to €59,800
- Working week: 37 hours net
- Hybrid working arrangement
- Pension entitlement on joining (10% employer; 5% employee)
- Life assurance
- 24 days annual leave
- 1 mental health day
- Employee Assistance Programme
- Annual membership fee of accountancy body
- Training and study leave arrangements
- Supportive team environment
- Full reference checks and medical apply.

**To apply:** Submit a cover letter outlining suitability for the role and current CV.

**Email:** [jobs@miseancara.ie](mailto:jobs@miseancara.ie) with “Finance Officer” in the subject line.

**Closing date:** Monday, 6 July at 17:00

**Interviews:** TBC

Applicants must be in possession of a valid work permit at time of application. Support for an employment visa is not provided.

Mísean Cara is an equal opportunities employer and welcomes applications from all sections of the community. Mísean Cara is committed to the safeguarding of children and vulnerable adults, and implements a Safeguarding and Prevention of Sexual Exploitation, Abuse and Harassment (PSEAH) Policy to which all staff are expected to comply.

End, 18/06/2026.