

## **Lifestyle Development: Accounts and Finance Officer** **(<https://www.activelink.ie/node/115395>)**



**Lifestyle Development CLG** is a Community Development Company located in Drogheda, Co Louth, providing services which include Adult Education, Lifestart Family Visitation, Young Parents Programmes, Local Training Initiative for Early School Leavers, a Community Employment Scheme for South Louth and an Early Childhood Education Project.

### **Accounts and Finance Officer**

The Accounts & Finance Officer will be a member of Lifestyle Team, working with Management and being responsible to the Managing Director.

Maintain accurate and up to date accounts, payroll and tax returns.

Conduct reviews of all financial processes and provide reports as required.

### **Skills & Abilities**

- Well organised, with good verbal, written and interpersonal skills.
- Work effectively with staff and Funding Agencies.
- Organise tasks, set priorities and meet deadlines.
- Respond appropriately to evaluation and changes in the work setting.
- Candidates should have experience in finance and an understanding of not for profit accounting; pay superb attention to detail.
- IT literacy to include Excel, Word; (payroll and accounts software an advantage).

### **Desired Qualifications**

- Third level qualification or relevant work experience in finance & accounting, business or related field.
- A minimum of three years' experience in accounting.
- Outstanding client service, communication and organisational skills.
- Ability to work collaboratively internally and with other similar organisations.

### **Position Details**

The Accounts & Finance officer will work closely with the MD and Board of Directors. This is a full time position (4 days per week). Salary €40,000 (terms negotiable). To apply please provide a detailed cover letter outlining your suitability for the post and a CV to [eilin@lifedev.ie](mailto:eilin@lifedev.ie) (<mailto:eilin@lifedev.ie>)

**Closing date is 5pm on Friday 23/05/25.**

Shortlisting will apply. Start Date immediately. Full Job specification available on request.

*Lifestyle Development CLG is an equal opportunities employer*

#### **Region**

Drogheda, Co Louth

#### **Date Entered/Updated**

2nd May, 2025

#### **Expiry Date**

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