

## **Irish Motor Neurone Disease Association: Accounts Assistant (Part Time) (<https://www.activelink.ie/node/116105>)**



### **Job Title: Part-Time Accounts Assistant (14 - 21 Hours) Flexible dependent on candidate**

#### **Background Information**

##### **Who We Are**

The Irish Motor Neurone Disease Association (IMNDA) supports individuals living with Motor Neurone Disease (MND), their families and carers across Ireland. Our vital services include specialist nursing, funding for home care, loaning specialised equipment, and supporting critical research into MND. With over 85% of our income generated through fundraising and donations, we are a dynamic and growing organisation. Join our passionate, mission-driven team and help make a difference in people's lives.

##### **Role Purpose**

To provide comprehensive accounts and administrative support to the Head of Finance in a busy environment, with specific responsibility for accounts payable, income reconciliation and monthly finance processes, ensuring financial data accuracy and supporting continuous improvements. The role will offer flexibility for a great work/life balance and ongoing continuous professional development for the successful candidate.

**Closing Date:** 27th June 5pm

**Salary Scale:** DOE (Depending on Experience)

##### **Contact Details**

To apply, please send your CV and a cover letter outlining your suitability for the role to Declan Fenlon [adfenlon@imnda.ie](mailto:adfenlon@imnda.ie) (<mailto:dfenlon@imnda.ie>)

**See Job Description attached below.**

##### **Region**

Dublin 8 / Hybrid

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

9th Jun, 2025

##### **Expiry Date**

27th Jun, 2025

##### **Attachment**

[Updated Accounts Assistant Job Description - revised.docx](#)

##### **Size**

64.04  
KB

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**Source URL:** <https://www.activelink.ie/vacancies/community/116105-irish-motor-neurone-disease-association-accounts-assistant-part-time>