



Darndale Belcamp Village Centre CLG

Job Description and Person Specification	
Job Title	Part-time Qualified Accountant
Reporting To	Chief Executive Officer (CEO)
Salary	€40,000 Per-Annum
Status	Part-Time, Permanent
Location	Darndale Belcamp Village Centre, The Link Road, Darndale, D17E027
About Darndale Belcamp Village Centre CLG	<p>Darndale Belcamp Village Centre CLG (DBVC CLG) is a dynamic, community-based organisation dedicated to improving the lives of individuals and families in one of Dublin's most disadvantaged areas. As a trusted anchor in the community, we deliver a broad range of inclusive, people-centred services that promote equality, well-being, and opportunity for all.</p> <p>At the heart of our work is the Facilities Management of the Darndale Belcamp Village Centre, a vital community campus that provides space and infrastructure to a wide range of local services, retailers, programmes and organisations. Our Facilities Management team ensures that the Centre remains a safe, clean, efficient, and welcoming environment for the thousands of individuals who rely on it each year.</p> <p>Alongside our Facilities Management function, we deliver a variety of essential community supports. We proudly operate the Golden Years Senior Centre, which offers older adults a safe, welcoming space for social connection, healthy meals and activities that support both mental and physical well-being.</p> <p>We also run Handy Helpers, a home maintenance and repairs service that enables older people and those with limited mobility to live independently and safely in their own homes. Through our Community Employment and Job Initiative Programmes, we support individuals on their journey toward permanent employment by providing valuable work placements, accredited training, and personal development opportunities.</p> <p>DBVC CLG are passionate about creating lasting, positive change. Our work is driven by community needs, grounded in partnership, and delivered with compassion, professionalism, and care. Joining our team means becoming part of a mission-focused organisation that truly makes a difference in people's lives.</p>
What is the purpose of the job?	<p>We are seeking a qualified and experienced Accountant to join our team on a part-time basis. The successful candidate will play a critical role in leading, developing and enhancing the financial management of the organisation and will be part of the DBVC CLG core management team, ensuring all financial operations are in line with statutory requirements and organisational policies. The successful candidate will provide support to the CEO across a wide variety of services, initiatives and developments. The Accountant will work in conjunction with the DBVC CLG Accounts Team to ensure smooth financial operations across the organisation with a responsibility for overseeing the day-to-day operations of the Accounts Department. The Accountant may from time-to-time cover for the CEO during periods of absence (e.g., Annual Leave).</p>

<p>Key Responsibilities</p>	<p>Financial Management & Reporting:</p> <ul style="list-style-type: none"> • Maintain accurate and up-to-date financial records for the organisation. • Prepare monthly, quarterly, and annual financial reports, including management accounts, budget forecasts, and variance analysis. • Oversee the preparation and submission of financial statements in compliance with Irish accounting standards and regulatory requirements. • Ensure best practice in relation to financial processes and standards, and to maintain the culture of continuous quality improvement within the finance function. • Participate in Audit, Finance and Human Resources Sub-Group Meetings. • Monitor budget performance and provide timely advice on budget adjustments or financial strategies. <p>Payroll & Tax Compliance:</p> <ul style="list-style-type: none"> • Oversee payroll processes and ensure timely payment of salaries, taxes, and other deductions. • Ensure compliance with PAYE, VAT, and other tax obligations, preparing and submitting relevant returns to Revenue as required. <p>Auditing & Compliance:</p> <ul style="list-style-type: none"> • Liaise with external auditors during the annual audit process and ensure audit preparation is thorough and timely. • Ensure compliance with relevant financial regulations and best practices, including Charities SORP and governance standards for community organisations. • Ensure compliance with Charities Regulations and report to and engage with the Charities Regulator. <p>Cash Flow & Financial Operations:</p> <ul style="list-style-type: none"> • Inputting and reporting using computerised accounts software (e.g., Sage) • Monitor cash flow, ensuring efficient use of resources and maintaining healthy reserves. • Manage accounts payable and receivable, ensuring timely payments and invoicing. • Liaise with company banks, as needed. <p>Grants & Funding:</p> <ul style="list-style-type: none"> • Assist in the financial management of grants and funding received, ensuring compliance with funder requirements and providing financial reports as needed. • Support the CEO in funding applications with relevant financial data and projections. • identify potential funding sources and participate in funder/stakeholder engagement. <p>Procurement:</p> <ul style="list-style-type: none"> • Follow company and National Procurement regulations and procedures. • Ensure the organisation achieves best value for money on all contracted works and purchases of goods and services. • Assist in the preparation of detailed reports to demonstrate evidence of cost savings. • Assist in the monitoring of new and existing contracts. <p>Team Skills:</p> <ul style="list-style-type: none"> • Support Accounts Team to ensure all training is in line with legal and professional standards.
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	<ul style="list-style-type: none"> • Provide cover for other staff members in the Accounts department as the need arises – this could include aspects of the Accounts Payable and Accounts Receivable functions. • Work with other departments to improve processes through integration and automation. • Any other duties that may be assigned.
Person Specification	
<p>We are seeking a detail-oriented, qualified, and reliable individual with the ability to accurately interpret and apply accounting standards, manage complex financial data, ensure statutory compliance, and produce reliable financial reports that inform strategic decisions. The individual should also have a commitment to good governance, transparency, and the mission of Darndale Belcamp Village Centre CLG. The ideal candidate will be a confident communicator, possess strong analytical skills, and have demonstrable experience in managing financial processes and reporting in a dynamic environment.</p>	
Qualifications	<ul style="list-style-type: none"> • Fully qualified accountant (e.g., ACA, ACCA, CPA, CIMA). • A minimum of 3 years of experience in financial management, ideally in the not-for-profit or community sector. • Strong knowledge of Irish accounting standards, tax compliance, and financial regulations. • Proficiency in accounting software (e.g., Sage) and advanced MS Excel skills. • Excellent attention to detail, organisational skills, and ability to manage multiple tasks simultaneously. • Experience in preparing accounts for auditing and liaising with auditors. • Experience in managing payroll, VAT, and PAYE compliance. • Prior experience in working collaboratively within a finance team is an advantage.
Essential Skills	<ul style="list-style-type: none"> • High level of integrity, professionalism, and confidentiality in handling sensitive financial information. • Strong Leadership capabilities. • Strong communication and interpersonal skills, with the ability to work collaboratively with the CEO and other staff. • Ability to present financial information clearly and concisely to non-financial stakeholders. • Self-motivated, with the ability to work independently and manage time effectively. • Commitment to the ethos and values of Darndale Belcamp Village Centre CLG.
Desirable Skills	<ul style="list-style-type: none"> • Experience supporting or managing room hire or events within a community or commercial setting. • Health and safety or facilities-related certification. • Knowledge of sustainability practices in building or grounds maintenance. • Willingness to upskill and participate in training opportunities relevant to the role.
Terms and Conditions of Employment	
Location	Darndale Belcamp Village Centre, The Link Road, Darndale, D17E027
Contract Hours	Part-Time hours (20 per-week)
Annual Leave	22 working days exclusive of public holidays.
Probation	A probation period of six months will apply.