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

## Location:

Hybrid working – mix of office (Dublin 8) and remote. In office F/T for first 3 months then reviewed

## Reports To:

Head of Finance and Compliance

## Salary:

DOE (Depending on Experience)

## 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.

## Key Responsibilities

Accounts Payable:

- Enter supplier invoices in our accounts system (AIQ)

- Ensure invoice approvals are obtained across departments prior to payment.

- Complete anti-fraud checks and verify supplier bank details.

- Prepare weekly payment files and upload them to the bank for approval.

- Reconcile monthly aged creditors and supplier statements

Income Recognition and Reporting:

- Record donations in Salesforce and AIQ

- Reconcile weekly donations with Salesforce and bank records.

- Prepare and lodge banking lodgments as required.

- Reconcile all online donation platforms with bank receipts.

Month-End and General Finance Duties:

- Perform month end supplier and bank account reconciliations.

- Oversee and reconcile staff expense and mileage claims in line with policy

- Act as primary contact for all finance inbox queries

- Assist in charity VAT return process and year-end audit preparation

- Liaise with staff on Toll Tags, Fuel Cards, and other finance-related administration

- Communicate month-end close timelines to relevant teams.

- Other Ad-hoc duties as required.

## Person Specification

- Minimum 2 years’ experience in a similar role

- Strong experience with accounting software (e.g., AIQ, Sage Line 50)

- Proficiency in Microsoft Office (particularly Excel)

- Strong attention to detail and accuracy

- Excellent interpersonal and communication skills

- Ability to work independently and collaboratively

- A flexible, proactive and solution-focused mindset

## Employee Benefits

- Salary commensurate with experience (pro rata for part-time)

- Flexible working hours between Monday and Friday, 9am–5pm

- 25 days annual leave (pro rata) plus concession days on Good Friday & Christmas Eve

- 5% employer pension contribution after probation

- Employee Assistance Programme

- Access to continuous training & development

- TaxSaver Travel Pass & Bike to Work Scheme

## Application Process

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