



SOCIAL AND HEALTH EDUCATION PROJECT

Job Description

Job Title: **Accounts Assistant** (temporary, part-time)

Reporting to: The Finance Manager

Location: SHEP Office in Ardfoyale, Cork City.

Salary: The salary will be €18,440.00 gross (based on €30,729.00 for a full-time position) plus 10% contribution to personal pension plan.

Hours: 24 hours per week. We can be flexible with the days and with the start and finishing times.

Contract: Fixed term 12-month contract, subject to satisfactory performance, including a probationary period of 4 months.

Background

SHEP is a community-based training and development organisation with almost 50 years' experience. We are core-funded by the HSE to deliver our training programmes, our advocacy project and our low- cost counselling programme. We also receive a number of smaller grants to support our programme work. In addition, we generate a significant contribution (circa 125,000) towards the cost of delivering our training programme through collecting fees from the majority of our participants, often in instalments. Our annual turnover is in the region of €1,2million. Copies of our most recent audited accounts are available on our website.

Job Summary

The Accounts Assistant will join SHEP's small finance team, with particular responsibility for ensuring that all participant payments are recorded, monitored and reported on.

Specific Responsibilities:

Training Program support- SAGE & CRM Database Mindaclient

- Credit Control: Support with course participants' payment plans, queries, invoices;
- Preparation of concessions file for approval/processing;
- Generate invoices to SHEP customers/course participants, follow up of outstanding invoices;
- Record money lodgments/send receipts to customers/course participants;
- Enter course-related transactions & information in SAGE & Mindaclient Database;
- Year-end course reconciliation;
- Shredding/filing
- Any other related tasks.

Person Specification:

The following are essential:

- Personal commitment to values which are compatible with the values & ethos of SHEP
- Minimum one-year relevant experience.
- Experience of using SAGE 50 Accounts- beneficial;
- Experience of using Excel/Excel/another CRM database- beneficial;

- Ability to work as part of a team;
- Excellent interpersonal skills;
- A willingness to work in a collaborative and mutually supportive way with colleagues and others.

The following are advantageous:

- Experience of working in the Community and Voluntary Sector Organisation
- Experience of preparing financial reports
- Payroll Experience

| | | 1 st March-23 | 1 st Oct-23 |
|---------------------|---------|--------------------------|------------------------|
| HSE Grade IV | 1 | 30,729 | 31,267 |
| | 2 | 32,798 | 33,372 |
| | 3 | 33,629 | 34,217 |
| | 4 | 35,729 | 36,354 |
| | 5 | 37,651 | 38,310 |
| | 6 (LSI) | 39,333 | 40,022 |

This Job Description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office. This job description will also be subject to regular review through the Project's system of Personal Professional Review