



Role: Finance Officer Grade 3

Location: Phoenix House, Castle Street, Dublin

Reporting to: Financial Controller and Finance Director and Deputy CEO

Contract: Permanent

Salary: €37,925 - €50,964

Grade: Grade 3

Probation: 6 months

Hours: 39 hours per week over 5 days

Leave: 25 days

Pension: Available at completion of Probation

CVHA has been a leading provider of social housing in Ireland since 2006 and now manages and/ or owns approx. 1,700 homes in Dublin and surrounding counties. Currently employing 30+ staff, we have an ambitious growth programme in response to the need for more housing for those who cannot afford to provide their own. Our vision is to make a difference by providing quality housing to those in housing need.

CVHA delivers its housing management services in the context of an overarching emphasis on creating tenancies that can be sustained. We deliver our housing management services through two functional teams: one that covers income collection and the other that covers all aspects of tenancy and estate management.

Role: Finance Officer

Job summary:

The Finance Officer will be reporting to the Financial Controller.

Role Overview:

The Finance Officer will be reporting to the Financial Controller. The role will see the successful candidate providing support to a busy finance function. Circle VHA are an Agent for a number of Owners Management Companies, primarily responsibilities fall into management and statutory accounts, general ledger maintenance, AR & AP including RCT for a number of companies; detailed duties are as follows:

Key responsibilities include assisting the Financial Controller in day to day financial operations of Circle VHA and the Owners' Management Companies. To assist the Financial Controller

Key responsibilities:

- Responsible for the accurate and timely production of management accounts for managed Owners Management Companies (OMC's)
- Responsible for the accurate and timely production of draft statutory accounts for Managed Owners Management Companies
- Responsible for the accurate and timely production of management accounts and annual accounts for schemes managed for Local Authorities (Scheme Accounts for hybrid OMC's)
- Responsible for overseeing accounts receivable, accounts payable, general ledger for OMC's
- Bank reconciliations for OMC's
- Responsible for maintenance of nominal ledgers for all OMCs
- Cheque & EFT payment runs for OMC's
- Managing and Maintaining all procedures & process documents for relevant sections of the finance team

General

- To undertake other responsibilities as are deemed necessary by the Finance Director and Financial Controller and are consistent with the responsibility of the post.
- Participate on forums, working groups, committees as required.
- To assist the FD and Financial Controller with additional reporting / projects as required.
- Assist in the implementation of new IT systems as required.
- To adhere to Circle VHA's policies and procedures at all times.

Person Specification

Key Skills	Essential	Desirable
Candidates will be shortlisted based on <u>illustrating in their application that they fulfil the following criteria.</u> Examples that demonstrate the ability to fulfil the criteria should be included as well as the above competencies.		
Education / Qualifications	Essential	Desirable
<ul style="list-style-type: none"> Part-qualified Accountant (ACCA, CIMA, ACA, or equivalent) 	✓	
Knowledge / Skills	Essential	Desirable
<ul style="list-style-type: none"> Knowledge of Financial Standards; Companies Legislation and the Regulatory environment in which Circle VHA operates 	✓	
<ul style="list-style-type: none"> Advanced Microsoft office suite programme – particularly excel 	✓	
<ul style="list-style-type: none"> Ability to prioritise, work to deadlines and meet targets 	✓	
<ul style="list-style-type: none"> High level of accuracy and attention to detail 	✓	
<ul style="list-style-type: none"> Ability to work as part of a team 	✓	
<ul style="list-style-type: none"> Able to take responsibility, working independently and flexibly 	✓	
<ul style="list-style-type: none"> Flexibility and adaptability 	✓	
<ul style="list-style-type: none"> Excellent communication skills – verbal and written 	✓	
<ul style="list-style-type: none"> Excellent organisational skills 	✓	
<ul style="list-style-type: none"> Proficient use of common IT packages, including Microsoft Word and Excel 	✓	
Experience	Essential	Desirable
<ul style="list-style-type: none"> 2 years of experience in a similar role 	✓	
<ul style="list-style-type: none"> 2 years of Accounts Payable experience 	✓	
<ul style="list-style-type: none"> Experience in multi-company environment 		✓
<ul style="list-style-type: none"> Application of in-house, multi-discipline IT packages 		✓