

<b>Job Title</b>	<b>Finance and HR Graduate</b>
<b>Manager</b>	<b>Head of Finance and Support Systems</b>
<b>Contract</b>	<b>One-year full-time contract</b>

The Irish Heart Foundation is Ireland's national charity dedicated to fighting heart disease and stroke. Every hour someone in Ireland suffers a stroke and every day hundreds of people are diagnosed with heart conditions. The lives of these people are often cut tragically short. Many are left disabled. Almost 9,000 die from heart conditions and stroke every year in Ireland making cardiovascular disease one of the nation's biggest killers. We work to turn this around – support people to live healthy lives and avoid cardiovascular disease, but also to support people living with heart conditions and stroke.

We are looking for a highly motivated, passionate self-starter to join our Finance and HR Team. The ideal person will be a clear communicator who is able to hit the ground running and work with colleagues in the team.

### **Key Responsibilities**

- Day to Day management of all income. Recording and posting to the ledger.
- Bank Reconciliations
- Monthly Debtors statements and allocation of Debtor payments
- Assist with year- end statutory audit.
- Work with the Finance team on ad hoc duties
- Maintenance of employee files ensuring all data is up to date and correct
- Take responsibility for the Garda Vetting process and ensure that the Garda Vetting procedure is adhered to at all times
- Assist with ad hoc HR projects

### **Skills and Experience Required**

- Bachelor's Degree Level 7 minimum requirement.
- Proficiency in Microsoft Office Suite – in particular Excel.
- Excellent administration skills
- Ability to work on own initiative
- Self motivated, excellent communication skills with the ability to multitask.
- Flexibility to undertake other ad-hoc duties in line with the needs of the Department.
- Ability to represent Irish Heart in a professional manner at all times.

**Details of Role and Application process**

*This is a full-time role, Monday to Friday for a one year fixed term contract. The role is based in the Irish Heart Foundation's offices in Rathmines, Dublin. Currently staff are working remotely and the successful candidate will be supported to work remotely initially according to public health guidelines.*

*To apply please provide an up to date curriculum vitae and cover letter outlining how you suit the post by email to Siobhan Browne, HR Consultant*

***Email: [hr@irishheart.ie](mailto:hr@irishheart.ie)***

*The closing date for this position is **Friday October 30<sup>th</sup> 2020***

**The Irish Heart Foundation is an equal opportunities employer.**

***The Irish Heart Foundation has a no smoking policy. Employees are not permitted to smoke whilst undertaking any duties on behalf of the Foundation.***