

<b>Job Title</b>	<b>Finance Administrator/ Part Qualified Accountant</b>
<b>Manager</b>	<b>IHF Accountant</b>
<b>Contract</b>	<b>Full-time, Permanent</b>
<b>Location:</b>	<b>Rathmines (Hybrid – Monday and Thursdays office days)</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 Team. The ideal person will be a clear communicator who is able to hit the ground running and work with colleagues in the team.

Our team currently is over 120 employees and up to 100 volunteers working towards the Foundation’s vision of a future where no hearts are broken by preventable heart disease.

The Finance Admin Role is a key role in the team :

### **Key Responsibilities**

- Day to Day management of all income. Recording and posting to the ledger.
- Bank Reconciliations
- Assist with Accounts Payable tasks- Payments and invoices and mobile phone/credit card/utilities.
- Staff expenses processing.
- Vat Reconciliation for VAT compensation scheme
- AP receipt and PO, PO raising
- Monthly Debtors statements, collection and allocation of Debtor payments
- Assist with Balance sheet account reconciliation and ensure correct documentation is recorded to confirm balances.
- Assist with year- end statutory audit and internal audits

- Work with the Finance team on ad hoc duties

### **Skills and Experience Required**

- Bachelor's Degree Level 7 minimum requirement or part Qualified accountant-package will be provided for accountancy exams.
- Previous experience in an administrative, accounts support, or finance assistant role
- Strong attention to detail and accuracy with numbers
- Confident using Microsoft Excel; experience with finance systems (like Access Dimensions or similar) is a bonus – training is provided
- A proactive attitude and willingness to learn and support wider team goals
- Excellent organisational and communication 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.

The above is a guide to the nature of the work required. It is not exhaustive. Job descriptions are reviewed on a regular basis in line with business needs.

### **Benefits of working with Irish Heart Foundation:**

Flexible working with our hybrid working model, our team enjoy more flexibility working from home and our Head office location in Rathmines (2 days per week office based. Mondays and Thursdays) or more if you prefer!

We provide benefits to help you protect your health and financial security; and give you peace of mind.

- Pension scheme with employer contributions, from day 1 of service
- Life assurance of 4 times base salary with immediate effect
- Income continuance/disability benefit, at no cost to you from day 1 of service
- Paid Maternity leave
- Company sick pay
- Company health checks
- Generous annual leave policy including additional company days
- Bike to Work Scheme, Travel Saver Tickets, Excellent public transport links
- Employee Assistance Programme (EAP)

- A wonderful office we are proud of with excellent working, kitchen and changing facilities
- Events organised by social club and Health and Well-being Committee
- CPR Training for all employees
- Ongoing Training and Development initiatives to help you grow your career with us

### **Details of Role and Application process**

This is a full-time, permanent role, Monday to Friday. The role is based in the Irish Heart Foundation's offices in Rathmines, Dublin. To apply please provide an up-to-date curriculum vitae and cover letter outlining how you suit the post by email to Klara O'Malley, HR Manager.

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

The closing date for this position is COB 26<sup>th</sup> August 2025

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

**The Irish Heart Foundation has a strict no smoking policy.**

Please be advised the IHF retains all candidate data for a period of 12 months after which it is deleted. Should you wish to have your details deleted earlier than this please contact HR directly to request us to do so.

Please find IHF Privacy Policy <https://irishheart.ie/privacy-policy/>

If you have any accommodation needs throughout the recruitment process, please contact [HR@irishheart.ie](mailto:HR@irishheart.ie)