

	Job Description
Role	Grants & Accounts Payable Executive – Maternity Leave Cover , Fixed Term Contract (10 Month FTC commencing November 2023)
Reporting to	Grants & Accounts Payable Manager
Background and Context	<p>Children’s Health Foundation (CHF) is focused on raising funds to fulfil our mission of providing world class medical facilities, research and compassionate loving care for every sick child in Ireland cared for in Children’s Health Ireland (CHI) hospitals and urgent care centres. The Foundation supports Crumlin and Temple Street Children’s Hospitals, National Children’s Hospital Tallaght and Connolly Urgent Care Centre.</p> <p>The creation of Children’s Health Foundation in 2019 brought together the existing Temple Street Foundation and The Children’s Medical and Research Foundation Crumlin to continue to support Ireland’s sickest children in their treatment journey today, tomorrow and into the future.</p> <p>This is an exciting time to join Children’s Health Foundation, full of challenges and opportunities that allow us to support the hospitals in the best possible way, whether that’s through family and patient support, vital research, medical equipment or redevelopment. And, being embedded in the hospitals crystallises our cause and we see first-hand the impact our work has.</p>
Role Purpose	<p>Purpose of the Role</p> <p>To support the Grants & AP Manager with the co-ordination and administration of the grants process. Working with the part-time Accounts Payable Administrator to ensure smooth and timely Accounts Payables processing for CHF & CHI Grants for Temple Street, Crumlin, Tallaght & Connolly hospitals, as well as CHF suppliers and staff expenses</p>
Key Responsibilities	<p>Role Responsibilities:</p> <ul style="list-style-type: none"> • Funding Calls– Collation of applications, creating tracker and or recording on Grants Tracker and queries • Administration for drawdown of funds - Receipting and recording po’s, reviewing invoices and matching to po’s, coding invoices with references and fund codes. Follow up with suppliers or CHI finance department if needed • Support fundraising and CHF staff with queries and information requests in a timely manner • Debit Card (Pleo) Payment Executive – Ensuring funding and expenses are properly receipted. Dealing with balances and card queries from Pleo users across CHI. Review of transactions, approve and reconcile to approved grant budget prior to month end. • Taking part in project that will migrate Grants tracker and processes into Salesforce. • Ensuring month end close off dates adhered to with accounts payable and banking • Monitoring of Grants email account, responding to queries and requests for information in a timely manner • Support Grant & AP Manager and or Head of Finance with ad-hoc queries, projects as necessary • Relationship management with CHI and stakeholders • Monitoring of Bank accounts • Assisting with large volumes of Postal donations for the AR team at peak times of the year. • Recording payments and bank charges via Journals on NAV • Supporting the administration function for our Finance and Fundraising Teams <p>NOTE: The above is not an exhaustive list of responsibilities and appears as a guideline only:</p> <p>All Children’s Health Foundation employees work as a team, with one common goal.</p>

Qualifications and Experience	Skills & Experience <ul style="list-style-type: none"> • Possess a minimum of 3 years+ experience in an administration position • Experience working in the charity sector desirable • Grants knowledge desirable • Accounts Payable experience desirable • Competent level of Excel is essential • Experience using SharePoint / Microsoft Dynamics NAV / Salesforce systems desirable • Knowledge of accounting and bookkeeping terminology and practices desirable • Trustworthy with the ability to maintain confidentiality as well as a professional and discreet approach essential • Excellent organisational, administration and communication skills • Team player and the ability to work on own initiative • Able to work under pressure and proven ability to meet deadlines • The successful candidate should demonstrate a high degree of initiative and confidence, and be able to pick things up quickly
Functional Competencies	<ul style="list-style-type: none"> • Flexible approach with ability to work independently and collaborate within and across teams • Understands and promotes CHF's Organisational Values, History and Culture
Terms and Benefits	<ul style="list-style-type: none"> • Full-time, Fixed Term Contract Maternity Cover role on Executive salary band (from €37,101 per annum) • Fully flexible hybrid work policy, with minimum requirement to be on site one day a month for team Meeting and as agreed with Line Manager for operational requirements • 21 days annual leave and five privilege days per annum (<i>Pro-rated as necessary</i>)
We are an equal opportunity employer	<p>We are committed to working with and providing reasonable accommodations to job applicants with physical or mental disabilities.</p> <p>If you believe you need a reasonable accommodation to complete any part of the application or hiring process, please send an email to jobs@childrenshealth.ie</p> <p>This information will be treated as confidential and used only for the purpose of determining an appropriate accommodation for the interview process.</p>
Informal enquiries	<p>For informal enquiries or further information, please contact: Sean Daly, Head of Finance sdaly@childrenshealth.ie</p>
Applying	<p>Please send your CV and cover letter outlining relevant experience to jobs@childrenshealth.ie by 12pm Friday 29th September 2023.</p> <p>Please kindly note that CHF does not require the assistance of recruiters at this time.</p>