

	<b>Job Description</b>
<b>Role</b>	Finance Assistant Accounts Payable (Part-time, Permanent role)
<b>Reporting to</b>	Grants & Accounts Payable Manager
<b>Background and Context</b>	<p>Children’s Health Foundation 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. Children’s Health 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>
<b>Role Purpose</b>	<p><b>Purpose of the Role</b></p> <p>To support the Grants &amp; AP Manager with the co-ordination and administration of the Accounts Payable process. Working with Grants and Accounts Payable Executive to ensure smooth and timely Accounts Payables processing for CHF &amp; CHI Grants for Temple Street, Crumlin, Tallaght &amp; Connolly hospitals, as well as CHF suppliers and staff expenses</p>
<b>Key Responsibilities</b>	<p><b>Role Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Ensure timely and accurate processing of invoices</li> <li>• Liaising with suppliers and stakeholders on queries</li> <li>• Supporting Children’s Health Foundation staff with queries and responding to information requests in a timely manner</li> <li>• Debit Card (Pleo) Reconciliations– Ensuring funding and expenses are correctly receipted and coded. Review of transactions, approve and reconcile to approved grant budget prior to month end.</li> <li>• Administration for drawdown of funds - Receipting and recording po’s, reviewing invoices and matching to po’s, coding invoices with references and fund codes.</li> <li>• Review and processing of staff expenses</li> <li>• Creditor account reconciliations</li> <li>• Completion of payment runs</li> <li>• Monitoring of Bank accounts</li> <li>• Recording payments and bank charges on NAV</li> <li>• Ensuring month end close off dates adhered to with accounts payable and banking</li> <li>• Support Grant &amp; AP Manager and or Head of Finance with ad-hoc tasks, queries, projects as necessary</li> </ul>
<b>Qualifications and Experience</b>	<p><b>Skills &amp; Experience</b></p> <ul style="list-style-type: none"> <li>• Possess a minimum of 2 years+ experience in an administration position</li> <li>• Experience working in the charity sector</li> <li>• Accounts Payable experience <b>essential</b></li> </ul>

- Competent level of Excel is essential
- Experience using SharePoint / Microsoft Dynamics NAV 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 is essential.
- Excellent organisational, administration, teamwork, and communication skills.
- Team player and the ability to work on own initiative.
- Able to work under pressure and proven ability to meet deadlines.
- Participate in training as required

NOTE: The above is not an exhaustive list of responsibilities and appears as a guideline only: all Children's Health Foundation employees work as a team, with one common goal.

### Terms and Benefits

- Part-Time, permanent role on Finance Assistant Administrator salary band (€26,500 - €37,100 per annum pro-rated) depending on experience
- Cycle to Work Scheme
- PRSA: up to 6% contributory after 6 months service
- Taxsaver Commuter Ticket Scheme available
- Employee Assistance Programme with range of benefits
- Agile work policy in operation
- Paid sick leave after 6 months service