

	Job Description
<b>Role</b>	Finance Admin (Part-time)
<b>Reporting to</b>	Head of Finance
<b>Background and Context</b>	<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 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>
<b>Role Purpose</b>	The Finance Admin will play a key part in processing and paying monthly payment runs for Grants, Expenditure and Employee Expenses. This role will contribute to CHF’s strategic objectives by maintaining strong governance and the foundations strategy. Working with the 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.
<b>Key Responsibilities</b>	<p><b>Finance Reporting</b></p> <ul style="list-style-type: none"> <li>• Process all expenditure invoices and staff expenses payments on Finance platform.</li> <li>• Monthly reconciliation of Accounts Payable balances and reporting.</li> <li>• Action monthly payment runs with relevant approvals and banking files.</li> <li>• Ensuring month end close off dates adhered to with accounts payable and banking.</li> <li>• Build and maintain strong working relationships with CHI and key stakeholders to support smooth grant processes.</li> <li>• Monitor the Finance email account, ensuring all inquiries are addressed in a timely and efficient manner.</li> <li>• Assisting with large volumes of postal and EFT donations for the AR team at peak times of the year.</li> <li>• To deal with incoming queries in a polite, timely and efficient manner.</li> </ul> <p><b>Grant Reporting</b></p> <ul style="list-style-type: none"> <li>• Processing of updated Grant information sent to the Finance Team ensuring all applications, approvals and payments are accurately recorded on tracker and accounting system.</li> </ul>

Amendments may be made to the job description from time to time to meet changing business needs.

	<ul style="list-style-type: none"> <li>• Contribute to the continuous improvement of reporting processes, ensuring they align with CHF’s mission and donor expectations.</li> <li>• 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 and reconciliation each month.</li> <li>• Providing Pleo spend to Grants and Impact team, for approval against grant budget.</li> <li>• Distribute financial transactions to Grants and Impact team to allow for quarterly statements.</li> <li>• In collaboration with G&amp;I team, provide monthly updates to forecasted payments/approvals/releases.</li> </ul> <p><b>Other Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Representing CHF in a professional and competent manner both internally and externally.</li> <li>• Attending &amp; contributing to various stakeholder meetings.</li> <li>• Undertaking other duties as might be reasonably assigned from time to time in consultation with the Head of Finance.</li> <li>• Supporting the administration function for our Finance and Fundraising Teams.</li> </ul> <p><b>NOTE: The above is not an exhaustive list of responsibilities and appears as a guideline only.</b></p>
<p><b>Qualifications and Experience</b></p>	<p><b>Skills &amp; Experience.</b></p> <ul style="list-style-type: none"> <li>• Hold a third level qualification or appropriate experience in a relevant discipline</li> <li>• 2+ years of experience in Finance role - Accounts Payable/Receivable.</li> <li>• Experience working in the charity sector desirable</li> <li>• Proficiency with Salesforce, MS Dynamics and Excel preferable.</li> <li>• Strong communication and relationship management skills, with experience engaging with both internal and external stakeholders.</li> <li>• Knowledge of accounting and bookkeeping terminology and practices desirable</li> <li>• Trustworthy with the ability to maintain confidentiality as well as a professional and discreet approach is essential</li> <li>• The successful candidate should demonstrate a high degree of initiative and confidence, and be able to pick things up quickly</li> </ul> <p><b>Key Competencies</b></p> <ul style="list-style-type: none"> <li>• Attention to detail and accuracy.</li> <li>• Strong analytical and problem-solving skills.</li> <li>• Proactive and self-motivated, with the ability to work both independently and as part of a team.</li> <li>• High integrity and ability to maintain confidentiality.</li> </ul>
<p><b>Terms &amp; Benefits</b></p>	<ul style="list-style-type: none"> <li>• Parttime, permanent role in the Finance Team</li> <li>• Flexible hybrid work policy</li> <li>• Cycle to Work Scheme</li> </ul>

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	<ul style="list-style-type: none"> <li>• PRSA: up to 6% contributory after six months service</li> <li>• TaxSaver Commuter Ticket Scheme available</li> <li>• Employee Assistance Programme</li> <li>• Training and Education grant</li> <li>• 10.5 days holidays</li> <li>• 4 privilege days (Good Friday, Christmas Period)</li> </ul>
<p><b>We are an equal opportunity employer</b></p>	<p>We are committed to working with and providing reasonable accommodations to job applicants and employees 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 <a href="mailto:jobs@childrenshealth.ie">jobs@childrenshealth.ie</a></p> <p><i>This information will be treated as confidential and used only for the purpose of determining appropriate accommodation for the interview process.</i></p>
<p><b>Applying</b></p>	<p>Please send your CV and cover letter outlining relevant experience to <a href="mailto:jobs@childrenshealth.ie">jobs@childrenshealth.ie</a> by 30<sup>th</sup> April 2025.</p>