

Required: Financial Accountant (part-time)
Starting: August 2023 (approx.)
Contract: 6-month Fix-Term (initially, probationary period will apply)
Hours: 2 days per week (average 15 hrs. per week)
Location: Remote working
Reporting to: Artistic Director



Music & Health Ireland is a not-for-profit organisation that provides high-quality music-making opportunities in educational, healthcare and community settings. *Music & Health Ireland* works in collaboration with national cultural institutions, healthcare settings, universities, 3rd level nursing schools and local arts offices to develop and build partnerships in the areas of Arts & Health and Music Education at the local, regional, national and international levels.

Music & Health Ireland is in a growth period, with new projects and a strategic plan (2023-2025) to deliver on. We require a Financial Accountant to join our dynamic team, with experience managing finance and accounting systems and the ability to develop and strengthen financial policies across our organisation.

The Role

The Financial Accountant will be a key member of the team and will have the opportunity to become involved in all aspects of the organisation. Your key focus will be finance; however we are also looking for someone with strong administration and organisational skills. The initial requirement will be to identify and install a suitable accounting software package to maintain the company's financial records and operate a project cost monitoring system.

Key Responsibilities:

Finance

- Maintain proper books of account, process and manage the day-to-day transactional accounting for the organisation.
- Manage project budgets and monitor project expenditures.
- Ensure that salary details are passed to external payroll service providers in a timely manner.
- Work with the artistic director to prepare the company's annual budget.
- Provide accurate and timely financial information for project budgets and income forecasts.
- Create financial analyses and reports of budget variance for Board meetings.
- Liaise with external accountants to support the production of annual accounts and oversee all necessary annual returns.
- Maintain staff records in respect of annual leave, PAYE and salary.

Administration

- Develop, implement and maintain effective office management procedures to ensure best practice and legal compliance.
- Draft and maintain the company's schedule of financial procedures/ policies, in collaboration with the artistic director, for approval by the Board.
- Provide financial support and supervision for the project manager.
- Work with the artistic director, have oversight of IT software /hardware and systems for the organisation.

The following provides an indication of the **Skills and Experience** that we think will allow an individual to approach this role with confidence:

Essential:

- Professional finance qualification and 5+ years' work experience.
- Experience working in a nonprofit/charity and managing multiple funding streams, restricted funds & SORP reporting.
- Experience using financial software to maintain accurate financial records, produce reports and create forecasts.
- A positive approach and the ability to be systematic and solve problems.
- Ability to work independently and as part of a team.
- Ability to design and implement administrative and office systems.
- Ability to implement a policy framework and to lead on complaints, data protection, health and safety.
- A commitment to your continued professional development.

Desirable:

- Familiar with installing a new accounts software system
 - Experience preparing reports for a board in collaboration with other team members.
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Application Process:

- Please submit applications to Gráinne Hope by email only to grainne@musicandhealthireland.ie with "Financial Accountant Application" in the subject line.

Applicants must submit a:

- Cover letter stating your interest in and suitability for the position,
- Detailed CV,
- Details of two referees with whom you have had a working relationship,
- Interviews will take place at the beginning of August.

The position will attract a competitive salary package for the appointed candidate and reflect their background and experience (approx. €38,000-€43,000 pro-rata).

Please Note: Applicants must have access to their own computer with Microsoft Office Suite and Wi-fi.

For Queries: Call 087 9353276

For Info: www.musicandhealthireland.ie / Twitter @MusicHealthIrl / Facebook @MuisHealthIrl

Closing date for applications is 5 pm Monday, 31st July 2023 or until the position has been filled.