

	<b>Job Description</b>
<b>Role</b>	Finance Assistant – Accounts Receivable
<b>Reporting to</b>	Head of Finance
<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>The Finance Assistant will provide day to day support to Children's Health Foundation's Finance Department in its overall mission. The Finance Assistant is part of the Finance Team responsible for accounts receivable processes. As a key representative of Children's Health Foundation to its supporters, the Finance Assistant plays a vital role in the organisation, as they will support the department in providing vital services to patients, parents and staff across our sites and hospital locations. They will report directly to the Head of Finance and will be responsible for delivering excellence in the delivery of their objectives.</p>
<b>Key Responsibilities</b>	<p><b>Accounts Receivable</b></p> <ul style="list-style-type: none"> <li>• Handling various income stream receipts relating to multiple fundraising activities, eg Events, Public Collections &amp; Raffles</li> <li>• Processing Third Party funding and reconciliations, eg Facebook, GoFundme, Benevity</li> <li>• Online Website Donations &amp; EFTs</li> <li>• Processing Stripe Donations, and associated reconciliations</li> <li>• Cash/cheque lodgements preparation for collection.</li> <li>• Handing Sum Up Machines &amp; Related Donation processing</li> <li>• Ensuring month end close off dates adhered to with debtors and banking</li> </ul> <p><b>General Accounts</b></p> <ul style="list-style-type: none"> <li>• Cash and Bank Journals preparation and reconciliations</li> <li>• Support Senior Finance Executive and/or Head of Finance with ad-hoc queries projects as necessary</li> <li>• Adhoc Accounts Payable queries &amp; Accounts Payable holiday cover (training will be provided)</li> <li>• Maintain accurate and up-to-date records and ensure compliance with data protection and privacy policies</li> <li>• Deliver agreed reporting to accurately support management</li> <li>• Work closely with colleagues within the Children's Health Foundation team to foster a team culture that is results driven, encourages accountability, innovation, kindness</li> </ul>

towards and support for colleagues, a commitment to continuous learning, and a creative approach to problem solving

- 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.

### Qualification and Experience

- Minimum 2 Years' Experience in similar role desirable
- Excellent organisational and administration skills
- Team player and the ability to work on own initiative
- Able to work under pressure and proven ability to meet deadlines
- Ability to prioritise workload and deliver on objectives
- The successful candidate should demonstrate a high degree of initiative and confidence and be able to pick things up quickly
- Excellent communication skills both written and verbal
- Excellent attention to detail
- Excellent computer skills, including, but not limited to, high levels of proficiency in Excel, Word, PowerPoint, Outlook, Salesforce and other applications
- Team player
- High level of energy and an exceptional work ethic

### Terms & Benefits

- Fulltime, permanent role on Finance Assistant Administrator salary band (€25-€35k per annum) depending on experience
- Cycle to Work Scheme
- PRSA: up to 6% contributory after 6 months service
- Taxsaver Commuter Ticket Scheme available
- Employee Assistance Programme
- Agile work policy in operation

