



Role Profile

Title: Finance Officer

Reporting to: Head of Finance

The Opportunity

Community Credit Union Limited (“CCU”) was formed in 2010 through the merger of Clonsilla and Premier Credit Unions. Following this merger and a subsequent merger with West Cabra Credit Union in 2015, the credit union now has a membership base of 41,000 and total assets in excess of €130m. The Credit Union has four offices in West Dublin with its main office on the Navan Road, Dublin 7.

We have an immediate vacancy for a proactive and self-motivated Finance Officer.

Reporting to the Head of Finance, the Finance Officer will be responsible for:

General

- Process and keep accurate records for all daily transactions
- Process invoices
- Process and manage payroll and pension deductions
- Update internal systems with financial data
- Prepare monthly, quarterly and annual financial reports
- Reconcile bank statements
- Participate in financial audits
- Review and implement financial policies
- Assist with statutory returns and regulatory reporting
- Any other ad hoc projects as requested by the Head of Finance

Desirable Skills

- Previous experience in Accounts receivable/payable and IATI or similar an advantage (minimum 2/3 years’ experience)
- Strong excel, administrative, organisational and business support skills
- Ability to multi-task and work calmly under pressure
- Attention to detail and good judgement showing logical decision making and hands-on approach
- Be proficient in preparing and analysing monthly financial accounts and statutory returns within pre-set deadlines
- An understanding of the Credit Union sector

Benefits

- Working week – Tuesday to Saturday inclusive, 33 hours in total
- Full-Time contract after completion of 6 months' probation
- Pension Scheme after 6 months service
- Christmas Savings Scheme
- Bicycle to work scheme

Applications quoting reference FO01 including CV and cover letter by email only addressed to the Head of Finance:

finance@communitycu.ie

Remuneration will be commensurate with experience.

Our Recruitment Privacy Notice is available in the download section of our website www.communitycu.ie

Closing date for receipt of applications is 5pm on 23 April 2021.

Short listing may apply and assessment will be completed on the basis of the information provided in the application.

Community Credit Union Limited is an Equal Opportunities Employer.

Community Credit Union Limited is regulated by the Central Bank of Ireland.