



JOB DESCRIPTION

Respond is one of the largest housing associations in Ireland, providing social housing and homeless services. Our vision is that 'every family and individual in Ireland will have high-quality housing as part of a vibrant and caring community'. We are growing rapidly in response to the housing crisis and are now looking for the right person who has the passion and skills to help us realise our vision.

Role:	Administrative Assistant Treasury Management
Location:	Airmount, Dominick Place, Waterford
Reporting to:	Senior Accountant
Terms:	Permanent / Full Time Contract
Job Purpose:	To provide financial & administrative support within Respond's Treasury Management function.

Core duties and responsibilities:

- Assist with financial appraisal of capital development projects.
- Assist with applications for loan finance, loan drawdowns and management of loan book
- Assist with preparation and collection of grant funding submissions.
- Assist with preparation of finance papers and minutes for Executive Management Team, Board and sub-committees.
- To provide support and cover for key administrative elements of Senior Finance roles
- Engagement in accounting and system development projects
- Assisting with the documenting of Financial Control / Departmental Procedures
- Assist in preparation of Management Accounts, Budgets and 5 year business plans.
- Any other duties that may arise from time to time

Person Specification:

- Good computer literacy including proficiency in the MS Office suite
- Excellent communication and organisational skills
- Ability to work on own initiative and as a team player

- Ability to set up priorities and complete tasks to schedule
- Strong attention to detail and willingness to learn and grow within the position

Education/Qualifications:

- Ideally 3rd level degree in Accounting, Finance, or related business discipline
- Qualified / Part qualified as Accounting Technician / Accountant / Business Graduate / Experienced Book Keeper
- Knowledge and experience of preparing Management Accounts
- Advanced Excel knowledge.