

Little Partners Creche is seeking a suitably qualified Accounts Assistant clerk to join their team.

Title	Accounts Assistant
Status	Contract of indefinite duration
Location	Partnership Court, Park Street, Dundalk, Co. Louth
Reporting to	Creche Manager
Salary	€22ph
Note:	This is a part time post 20 hours per week

This is an exciting opportunity be part of an organisation invested in supporting its local community through the provision of professional childcare services.

Little Partners Creche is a community based creche funded through The Community Services Programme, The National Childcare Scheme and Core Funding.

This role is responsible for the administration of the financial operation of the creche including compliance with funders and government bodies.

Responsibilities:

- Work closely with the company accountant to ensure budget compliance
- Monthly budget V expenditure
- Support in funding applications submissions
- Grant tracking
- Prepare monthly accounts for board of directors
- Managing and updating weekly and monthly reports on funding schemes to funders
- Bank reconciliations, matching invoices statement and payments
- Record all childcare fee and monitor financial transactions
- Maintain fixed asset register
- Weekly Payroll with relevant statutory and pension deductions
- Management of ROS
- Liaise with auditors, bank and suppliers

Requirements:

- ATI qualified and / or IPASS
- Min 5 years' experience in a similar
- Experience in practice or community-based organisation desirable
- Have good problem-solving skills and work well on own initiative.
- Show attention to detail while working towards tight deadlines.
- Have strong communication skills.

IT Skills:

- Proficient in [Pay Day/Bright Books or similar packages](#)
- MS Excel
- MS Word

Application process:

- Applications must be made by emailing CV and cover letter outlining your suitability for the post to Human Resource Manager sonya.hyland@lldc.ie.
- Closing date for receipt of applications is Friday 22nd November 2024 @ 12 noon (no late applications will be accepted)
- Interviews will be held in our offices in Park Street Dundalk. Candidates for interview will be advised by email.
- All candidates will be advised of the outcome of your application in writing.
- Little Partners Creche is an equal opportunities employer.