

JOB DESCRIPTION

Position: Accounts Assistant
Hours: 28
Terms: On application
Line Manager: Finance Manager

Responsibilities:

1. All book-keeping and accounting functions, including maintaining internal controls.
2. Weekly payment of payroll
3. Record all income for retreats and events.
4. Any other tasks to support the activities of Dzogchen Beara that may be requested.

Responsibilities:

- 1. Book-keeping and accounting functions, including the maintenance of internal controls, for Dzogchen Beara and Spiritual Care Ireland Ltd.**
 - a. Input all transactions into the accounting system, Quickbooks, in an accurate and timely manner including:-
 - b. Payment of all authorised invoices, including electronic banking, reconciliation of accounts and liaison with suppliers
 - c. Preparation of customer (retreatants and others) invoices and recharge of expenses.
 - d. Manage the payment of accounts including the follow up of outstanding balances.
 - e. Processing income received, via cash, cheque, bank transfers and credit cards.
 - f. Manage the cashbox; provide cash advances when required, follow up outstanding advances, reimburse petty cash expenses.
 - g. Reconciliation of all bank accounts and cash control accounts. Ensure all transactions are processed and authorised in line with internal control procedures.
 - h. Posting of all Journal Vouchers to QuickBooks.
- 2. Weekly payment of payroll including:**
 - a. Calculation of wages for staff paid in cash and pay them weekly
 - b. Maintain the electronic wage payments,
 - c. Input all wage payments to the Payroll system, ensure all holiday, sick leave and time in lieu payments are recorded.
 - d. Ensure all new employees are registered and appropriate tax certificates received.
- 3. Support all events and retreats, particularly with respect to the financial aspects.**
 - a. Record all income for the different events and retreat, this include payments through Admin Office, directly to bank, online system through Realex and Paypal.