

**Aurora Unit 11/12 Danville Business Park, Kilkenny
Job Specification**

Statement of Purpose	<p>Aurora Community Services will enable people to live a good life, in their own home, with supports and opportunities to become active, valued and inclusive members of their local communities.</p> <p>Aurora will enable a supported self- directed living (SSDL) model of provision which is underpinned by our beliefs, values and vision.</p>
Job Title	Financial Accountant
Location	<p>The role is primarily based in Aurora, Unit 11/12 Danville Business Park, Kilkenny. However, the Aurora Services includes all services run by the Company; you may be required to work from an alternative community location in accordance with the needs of the service.</p>
Purpose of the Role	<p>The role of the Financial Accountant is to provide accounting support to the Director of Finance, Governance and IT. Manage the Finance Team. Provide support to the pensions officer of the organisation.</p> <p>The person appointed to this post should be flexible in their approach to service provision and should have the ability to work as a member of any team.</p>
Key Working Relationships	<ul style="list-style-type: none"> • Management Team • Wellness, Culture and Integration Managers • Administration Team • Relevant support functions such as HR, Wellness, Culture and Integration ,Maintenance, Housing, and Quality etc.
Principal Duties and Responsibilities	<p>Under the direction of the Line Manager, the Financial Accountant will provide duties according to:</p> <ul style="list-style-type: none"> - Professional Guidelines - National and regional HSE guidelines - Local policies, protocols and guidelines - Current legislation as it applies to the role <p><i>The Financial Accountant will:</i></p> <ul style="list-style-type: none"> • Provide effective accounting support to Director of Finance Governance and IT • Oversee the completion of the Management Accounts and IMR (Integrated Management Report) and assist with detailed monthly management accounts preparation and reporting to the HSE within a strict deadline • Improvement of current finance systems • Support to Accounts payable • Participate in any projects that may arise • Provide guidance on finance issues to other staff • Line manage the finance team • Deputise for Director of Finance in their absence • Oversee administration of both NHASS and SPS Pensions

	<ul style="list-style-type: none"> • Interact in a professional courteous manner • Maintain confidentiality of sensitive information <p>The above Job Specification is not intended to be a comprehensive list of all duties involved and consequently the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.</p>
Professional Expectation	<p>The Financial Accountant must make themselves aware of the Health Information and Quality Authority (HIQA) Standards as they apply to the role and comply with associated HSE protocols for implementing and maintaining these standards.</p> <p>The Financial Accountant must be aware of ethical policies and procedures which pertain to his / her area of practice including:</p> <ul style="list-style-type: none"> • Statutory legislation in particular but not exclusively the Health Act 2007 • National and Aurora agreed Policies and Codes of Good Practice • Notification of accidents and other Health and Safety requirements in compliance with Aurora instructions • Fire precautions • Health & Safety • Equal Opportunity principles • Attend training as and when required
Qualifications / Experience / Criteria	<p>Candidates must have:</p> <ol style="list-style-type: none"> 1. Obtained a Level 8 Qualification in Accounting or be a member and maintain membership of an approved accountancy body (e.g ACA, ACCA, CIMA, CPA) 2. Have excellent skills in the use of MS Excel and be highly competent in Microsoft packages and accounting software 3. Have excellent numeracy, analytical and communication skills 4. Have an appreciation of the needs and rights of people with intellectual disabilities <p>Health</p> <p>In order to be successful a candidate must be fully competent and capable of undertaking the duties as above and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.</p> <p>Essential:</p> <p>Full clean drivers' licence</p>
Skills, competencies and/or knowledge	<ul style="list-style-type: none"> • Excellent Administration and organisational skills • Previous experience of working in a busy, changeable environment • Strong communication skills, written and oral • Excellent interpersonal skills with the ability to work effectively with staff at all levels of the organisation • Strong experience in Excel, Microsoft Word and Microsoft Windows Operating System • Strong experience in Sage and Megapay • Ability to plan work and keep records of work completed

	<ul style="list-style-type: none">• Attention to detail & high level of accuracy• Ability to implement and maintain data systems• Self-starter with initiative and drive and an ability to work independently• Ability to prioritise, plan and organise own workload• Be an effective team player with an open and flexible attitude• Ability to maintain confidentiality of sensitive information
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