



Position Title: Part-time Book-keeper/Accounts Assistant

Type: Temporary Part-time flexible 20 hours per week - 6-month contract. Initial three-month probation period. Position available immediately.

Location: Dublin city centre, Ireland

Application Deadline: 10th August 2018, 17:30hrs CET

Application Documents: A well-motivated application letter outlining why you feel you are a suitable candidate and possess the necessary skills and experience to fulfil the requirements of the role, together with a CV addressing our essential criteria, including 3 references, should be addressed to Laura Richardson, AquaTT HR Manager and sent electronically to: jobs@aquatt.ie

ABOUT AQUATT

At AquaTT we believe that scientific research can, and should, enrich our lives and help deliver a sustainable future for humanity. We understand that, for this to happen, the results of this research must reach the relevant decision makers, policy creators, scientists, industry groups and the wider public, so we work with European funded scientific projects to help ensure that the new knowledge they generate is effectively transferred to create maximum positive impact. We use our skills to make a difference and help research benefit society.

With 25 years of experience, AquaTT has proven itself as an expert at managing European projects, with a strategic focus on knowledge management and transfer, dissemination and training. AquaTT operates extensively within the European scientific research arena and has demonstrated a track record in successfully pursuing, acquiring and managing a significant number of grants (across the FP7, H2020, Interreg and Lifelong Learning Programmes), enabling it to build a knowledge-based organisation with key networks among national and European stakeholders in the marine and other sectors.

AquaTT works with Europe's top researchers for the entirety of each project's life cycle, from project conception through to delivery, designing and carrying out projects that will have positive societal impact. AquaTT collaborates with over 250 institutions in more than 40 countries, operating in research domains such as Marine Science, Environment, Water, Health, Climate Change, Energy and Food. AquaTT's policy has been to build an experienced and multidisciplinary team of experts from different backgrounds. Our team uses their collective expertise in scientific research, business, communications, training, teaching and industry to design and manage innovative activities tailored to the needs of each specific project. The company has an inventive and collaborative nature, where employees are valued and inspired as well as rewarded for their ideas and contributions. AquaTT's people demonstrate personal behaviour that integrates and promotes strong values of trust, respect, transparency and fairness into the organisation's practices.



DESCRIPTION OF POSITION:

The Accounts Assistant will join our existing team and contribute to the management, control and reporting of the Company's finances.

The main duties of the post include:

- Creditors Ledger and Payment management
- Debtors Ledger and Credit control
- Bank reconciliations
- Petty cash reconciliations
- Credit card statement reconciliations
- Revenue returns – VAT and PAYE
- Preparation and posting journals to general ledger
- Preparation of Management Accounts
- Assisting with project reporting
- Monthly reporting to strict deadlines
- Assisting with Audit file preparation
- Other Ad Hoc duties as may be assigned

REQUIRED SKILLS AND EXPERIENCE

AquaTT is looking for a pro-active, diligent and dedicated individual, who must have suitable skills to carry out the duties described above as well as excellent soft skills such as communication and networking, stakeholder engagement, time management and task prioritisation, and be able to work to tight deadlines.

Essential Criteria

- EEA work authorisation;
- Qualified Accounting technician (IATI), Part qualified Accountant (ACA, ACCA, CIMA);
- A minimum of two years' demonstrable experience in a similar finance role;
- Strong understanding of double entry bookkeeping;
- Strong numerical skills and attention to detail;
- Excellent written and spoken English;
- Excellent presentation skills;
- Ability to communicate clearly, courteously, and professionally to both finance and non-finance stakeholders;
- A highly organised and efficient approach to managing responsibilities and effectively prioritise and execute tasks in a fast-paced environment;
- Task-oriented, responsible and autonomous;
- Strong interpersonal skills;



- Commitment to delivering on allocated tasks;
- Good ability to work in a team and in multicultural environments;
- Good ability to demonstrate initiative;
- Must be able to learn, understand, and apply new information;
- Sound working knowledge of MS Office systems.

Desired criteria

- Knowledge of Quickbooks accounting system would be an advantage;
- Preparation of Financial Statements under FRS102;
- Preparation of Annual Budget.



REMUNERATION

The salary scale for this position ranges from €25,000 to €30,000 pro rata for part time hours. The starting point for the successful candidate will depend on experience and qualifications.

Conditions: Holiday entitlements are 20 working days per annum (pro-rata) and an additional 5 days of company holiday leave is given over the Christmas period. Internal and external training opportunities (relevant to the role) will be provided.

Overtime may be required to meet deadlines as part of the contract.