

Finance Officer

OVERALL PURPOSE OF THE JOB

Amnesty International is an independent worldwide movement working impartially for the release of all prisoners of conscience, fair and prompt trials for political prisoners, an end to torture, executions, disappearances, and extrajudicial executions. Amnesty International's vision is of a world in which every person enjoys all of the human rights enshrined in the Universal Declaration of Human Rights and other international human rights standards.

Amnesty International Ireland is recruiting a Finance Officer to manage funds received from the European Commission's The Asylum, Migration and Integration Fund (AMIF). This funding is provided on a three year basis and aims to promote the efficient management of migration flows and the implementation, strengthening and development of a common Union approach to asylum and immigration.

The AMIF funding supports Amnesty International Ireland's work on Ireland's Community Sponsorship programme. A pilot Community Sponsorship Ireland (CSI) programme was developed between 2017 and 2018 and implemented between March and November 2019. In November 2019 the transition to a full programme was announced.

Community Sponsorship is an innovative model of refugee resettlement which offers ordinary people and communities in Ireland an extraordinary opportunity to directly help refugees to rebuild their lives in safety and settle into their new communities. Unlike traditional refugee resettlement models, where the state or state-supported actors provide settlement and integration services directly to refugees in their country of resettlement, community sponsorship invites members of the community to support refugees with all the things that enable a person to settle into a new community – things like helping with finding employment, connecting to social services, enrolling in schools, and introducing families to local public transport and amenities.

MAIN RESPONSIBILITIES

- **Oversee of all project finances, including**
 - Input of invoices
 - Input of cash book entries (cheque and bank payments)
 - Tracking expenditure
 - Extraction of reports on purchases ledger
 - Extraction of other reports as required
 - Reconciling lodgements & Reversals to bank statements
 - Journal Entries
- Preparation of payments and accounts;
- Preparation of payments by cheque, foreign draft and internet banking, seeking authorisation and signatures;
- Ensuring that the expense claims fall within the company expense claim policy;
- Preparing control reports and reconciliation;
- Maintaining accurate financial records;
- Preparation of accounts and periodic financial reports;

- Ensuring compliance with all EU financial regulations and audit procedures;
- Communicating with beneficiary on all financial matters;
- Drafting correspondence suppliers on financial matters;
- Leading 6-month budget review partner meetings;
- Liaising with finance manager on policy and procedures within the finance department;
- Compliance of data protection regulations and Document retention policy.

PERSON SPECIFICATION

- Book-keeping skills (aptitude for working with numbers and balancing accounts);
- Accounting Technician qualification or similar at minimum;
- Knowledge of accounts software, e.g. Sage or similar;
- Excellent organisational skills and ability to produce accurate work;
- Ability to learn new tasks or processes;
- Ability to work on own initiative as well as part of a team and collaborate with colleagues from other teams;
- Experience with and aptitude for Microsoft Excel;
- Knowledge of databases, e.g. Access or other;
- Willingness to learn new IT packages as required.

The starting salary for this part-time 3 year fixed term contract position of 17.5 hours per week is approximately €37,000 per annum pro rata, depending upon experience.

Please go to www.amnesty.ie to apply. It is our strong preference that you apply online. However, if you are unable to complete an online application, you can download the application form from our website and send it to positions@amnesty.ie or by post to Seán MacBride House, 48 Fleet Street, Dublin 2.