

Job Description:

Job Title:	Accounts Assistant – Fundraising & Branch Finance Liaison
Location:	MS Ireland Care Centre, 65-67 Bushy Park Rd, Dublin 6, D06 CV90
Role purpose:	To support the Finance function through the accurate and timely recording, allocation, reconciliation and reporting of fundraising and other organisational income, while acting as a key liaison between MS Ireland and its volunteer-led branches. The role supports strong financial control, transparent audit trails, compliance with approved financial procedures and effective support to branches in managing and reporting fundraising income.
Reports to:	Finance Manager
Contract Type:	Permanent
Hours	35 hours per week

Key Duties to Include:**Fundraising Income & Receipting**

- Process and record incoming donations, fundraising income, cheques, electronic transfers and other receipts in a timely and accurate manner.
- Assist in the management of the accounts receivable function, including maintaining the debtors ledger, raising invoices, allocating payments, resolving queries and monitoring outstanding balances.
- Ensure income is accurately coded and allocated to the appropriate branches, campaigns, projects and departments.
- Liaise with relevant teams to ensure donations and fundraising income are receipted promptly and in accordance with organisational procedures.
- Support the reconciliation of fundraising income to bank lodgements and donor management records.
- Prepare monthly debtor reconciliations and reports to support effective credit control and accurate financial reporting.
- Perform bank reconciliations and investigate and resolve reconciling items in a timely manner.
- Assist with month-end income reporting and related finance administration activities.

Branch Finance Liaison (Volunteer Support)

- Act as the primary finance contact for branch treasurers and volunteers on financial policies, procedures, governance and compliance matters.
- Review branch financial returns and supporting documentation to ensure accuracy, completeness and compliance with organisational requirements.
- Provide training and support to branch treasurers and volunteers on approved financial procedures, reporting requirements and finance systems.

- Assist in the administration and monitoring of branch bank accounts, mandates, authorised signatories and related banking documentation.
- Coordinate branch support for audits, financial reviews and compliance activities, ensuring required documentation is maintained and available.
- Support the ongoing development of branch finance processes, systems and guidance materials to strengthen financial stewardship and accountability across the branch network.

Cash, Banking & Administration

- Maintain petty cash records and perform regular reconciliations.
- Manage postage expenditure and other minor cash transactions at National Office level.
- Assist with banking activities, cash handling, cheque processing and related administration.
- Prepare bank lodgements and maintain appropriate supporting documentation.
- Handle finance-related correspondence, including bank queries, receipts and general stakeholder enquiries.
- Respond to telephone and email enquiries in a professional, timely and customer-focused manner.
- Maintain accurate filing and record-keeping systems in accordance with organisational policies and retention requirements.

Governance, Compliance & General Finance Support

- Maintain accurate and complete financial records in accordance with organisational policies and accounting standards.
- Assist with the preparation of reconciliations, schedules and supporting documentation for internal and external audits.
- Ensure financial processes are carried out in line with internal controls, delegated authorities and governance requirements.
- Support compliance with charity, regulatory and financial reporting obligations.
- Contribute to continuous improvement initiatives across the Finance Department.
- Undertake additional duties and projects as reasonably required to support the effective operation of the Finance function.

Person Specification

Essential

- Experience as an accounts assistant, income processing or finance administration role.
- A relevant bookkeeping, accounting technician or finance qualification, or progress towards such a qualification.
- Strong numerical accuracy, attention to detail and experience completing financial reconciliations.
- Experience recording income, maintaining debtor records or processing financial data.

- Good communication skills, particularly in supporting non-finance stakeholders and volunteers.
- Ability to manage recurring deadlines, prioritise tasks and escalate issues appropriately.
- Ability to handle confidential and sensitive financial information with discretion and integrity.
- Strong Microsoft Excel and Office skills.

Desirable

- Experience in a non-profit or volunteer-led environment.
- Experience using accounting systems, online banking platforms and donor or CRM databases.
- Experience supporting audits, restricted funds, grant-funded activities or compliance reviews.
- Understanding of basic accounting principles, debtor ledgers, income recognition and reconciliations.

Key Competencies

- Strong organisation and time management.
- Ability to explain financial processes clearly to non-finance users.
- Professional integrity, discretion and sound judgement on when to escalate.
- Problem-solving and a constructive approach to process improvement.
- Collaborative and supportive approach.
- Commitment to accuracy, accountability and service delivery.

The above is a guide to the nature of the work required. It is not wholly comprehensive or restrictive. This job description will be reviewed in line with business needs.

Applications to include CV and covering letter, by email to

recruitment@ms-society.ie

Please ensure you identify your email by stating Accounts Assistant in the subject bar.

Closing Date: 6th of November 2026

MS Ireland is an equal opportunities employer