

JOB DETAILS

Title:	Branch Accountant
Duration:	Specified purpose contract, 12 months, Full time (35 hours per week)
Salary:	€45,000 – 50,000
Reporting to:	Head of Finance

BACKGROUND INFORMATION

The Irish Red Cross Society (IRC) is part of the world's largest independent humanitarian network, the International Red Cross and Red Crescent Movement. The IRC is committed to and bound by its Fundamental Principles of Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity, and Universality. The vision of the Irish Red Cross is to be a leading humanitarian organisation, providing impartial services and support to vulnerable communities both at home and abroad. Our mission is to identify and deliver humanitarian assistance to those who are most in need.

SUMMARY OF ROLE

To review and audit the IRC Area and Branch financial returns and assist in phase two of iPlicit implementation for areas and branches.

This role will have line management responsibilities for one direct report.

ROLE RESPONSIBILITIES

- Work with members to transition to iPlicit system and training.
- Completion of Income & Expenditure summaries.
- Completion of Bank Reconciliations.
- Tracing all transactions to the yearly bank statements.
- Review of supporting documentation.
- Reconciliation of intercompany transactions.
- Investigation and answering of routine queries from the branches and external auditors.
- Document any findings for explanation to auditors.
- Ad hoc tasks as required.

¹ This role is assigned to the Job Family of: Coordinator. The Irish Red Cross has 6 Job Families: Secretary General; Senior Manager; Programme/Project Manager; Coordinator; Development, & Admin; Administration.



- Abide by and uphold the Principles of the International Red Cross Red Crescent Movement.
- Undertake any other reasonable work-related duties and responsibilities assigned by the relevant line manager that are consistent with the nature of the job and level of responsibility.

ROLE REQUIREMENTS

Essential Criteria

- Part qualified accountant with 2-3 years of experience.
- Strong interpersonal and communication skills, both written and verbal are key as you will work with a variety stakeholders.
- Excellent command of Microsoft Suite, especially Microsoft Excel
- Effective organisational skills
- Attention to detail.

Desirable Criteria

- Knowledge of iPlicit or other financial reporting systems a plus.
- Experience in the not-for-profit sector.
- Volunteer experience.
- Supervisor / line manager experience

FURTHER INFORMATION

The Irish Red Cross offers the following benefits in addition to salary:

- 20 days annual leave.
- Closure of the office on Good Friday, plus two additional 'privilege days' to be used at Easter and Christmas respectively.
- Death in Service benefit of four times salary
- Flexible working hours, including opportunities for hybrid working.
- Further education, training and learning supports.
- Professional subscriptions (as applicable)
- Travel (bike-to-work schemes/tax saver commuter tickets)

The Irish Red Cross is an equal opportunities employer. We value diversity and aspire to reflect this in our workforce. We welcome applications for people from all sections of the community, irrespective of gender, civil status, family status, sexual

¹ This role is assigned to the Job Family of: Coordinator. The Irish Red Cross has 6 Job Families: Secretary General; Senior Manager; Programme/Project Manager; Coordinator; Development, & Admin; Administration.



orientation, religion, age, disability, race, or membership of the Traveller community. **This role requires applicants to have the right to work in Ireland.**

APPLICATION PROCESS

To apply for this role, please forward a copy of your CV, together with a cover letter setting out how you meet the essential and desirable criteria for this role to:

jobs@redcross.ie

Your email should contain 'Branch Accountant [NAME]' in the subject line. Applications should be in .pdf or MS Word format, and with file names in the following format:

<Surname>, <First name> - CV and <Surname>, <First name> - Cover Letter

The closing date for applications is **5pm 19th August 2025**.

Shortlisting for interview will be on the basis of the essential and desirable criteria for this role.

Please note that there may be a second round of interviews.