



## Job Description

### Finance Officer

**TEAM:** Corporate Services  
**GRADE:** £28,075 - £30,049 per annum  
**REPORTS TO:** Finance Manager

#### ABOUT US

We are a unique all island economic development agency and our mission at InterTradelreland is to provide leadership, advice, and support to businesses across the whole island and help them maximise export growth opportunities through greater cross-border collaboration, innovation, entrepreneurship, and trade. With 25 years' experience supporting thousands of SMEs, we have a deep and practical understanding of how to help businesses address challenges and take advantage of new growth opportunities.

We are now looking for a **Finance Officer** to join our team. The successful candidate will report to the Finance Manager and will have a key role in InterTradelreland. They will be responsible for providing finance and administration support to ensure an efficient finance function is maintained within the Body.

#### WHAT'S IN IT FOR YOU?

We have big ambitions, and we want you to help shape our future. Join our team and support the growth of economic development on the island of Ireland.

In return for your contribution, you will be rewarded with:

- 25 days annual leave (plus bank holidays).
- Flexible working arrangements, including flexi-time and a mix of office and remote working.
- An attractive pension package.
- A progressive environment that will support your professional growth and personal development.
- Family friendly policies with a focus on health and wellbeing, we have a dedicated health and wellbeing team that offers a comprehensive programme of workplace benefits and initiatives to support employee's physical, mental, and social health.
- An inclusive working environment with colleagues who are committed to our core values of being flexible, supportive and honest.

## **KEY DUTIES AND RESPONSIBILITIES:**

- Maintenance of the purchase ledger on the Body's accounting system (Integra), including setup of supplier accounts, processing of purchase orders, circulation of invoices for approval, processing of invoices and supplier payments, and maintaining physical and digital records/files.
- Reconciliation of supplier statements and creditor reports, ensuring resolution of issues by engaging directly with suppliers and colleagues, as required.
- Posting of bank transactions to the accounting system and completion of bank reconciliations.
- Checking and processing of travel & subsistence claims from staff/Board members in accordance with the Body's Travel & Subsistence Policy.
- Assist with generation of reports and information from the accounting system for management and colleagues as required.
- Liaise with accounting system supplier to resolve any operational issues and assist with the development of the systems and implementation of system updates or upgrades.
- Maintenance and reconciliation of petty cash records whilst providing general administration support as required within the finance team.
- Assist with preparation of monthly management accounts and month end processes including reconciliation of key balances, posting journals and preparation of working papers.
- Assist with the provision of information to internal and external auditors as required.
- Assist with preparation and delivery of training material to assist colleagues and proactively engage with colleagues to resolve finance or accounting systems issues.
- Assist with management of physical and digital records including, copying, filing, archiving and retrieval of information and documentation in accordance with the Body's records management policy.
- Ensure compliance with InterTradelreland's employment and equality policies and procedures at all times, and to undertake the duties of this position in an inclusive, fair, safe, and respectful manner.
- Complete any other duties as requested by the Finance Manager or Director of Corporate Services.

**The above is given as a broad range of duties and is not intended to be a complete description of all tasks.**

# PERSON SPECIFICATION

## Educational and Professional Qualifications

### Essential Criteria

A minimum of five GCSE's with Grades A, B or C in separate subjects (including English Language and Mathematics) or Leaving Certificate (Standard/Ordinary level) 5 Grades A, B or C in separate subjects (including English and Mathematics) or equivalent.

## Previous Experience/Training

Evidence of the following criteria will be assessed via the application form **and/or** interview process.

### Essential Criteria

A minimum of 2 years' experience using a computerised accounting packages in a finance or business environment.

Experience of working in a finance or business environment, where duties include processing invoices, processing supplier payments and maintaining ledger records.

Excellent working knowledge and application of Microsoft Office, including MS Excel and Outlook, in a business context.

The ability to effectively input and process financial data including checking for and maintaining accuracy.

The ability to form and maintain effective working relationships with a range of both internal and external contacts, and good written, oral, and interpersonal communication skills.

## REQUIRED COMPETENCIES

Below is a full list of the key competences for this role which will be assessed via the application form and/or interview process.

- Strategic Awareness and Vision
- High Performance and Delivery of Results
- Leadership and People Management
- Internal and External Relationships and Communication
- Commercial Awareness