



Are you looking for your first job? You want to utilise your skills for the greater good? GOAL has an amazing opportunity to gain experience and knowledge in finance while working within a dynamic international NGO.

As Finance Assistant, you will join the Finance team in Head Office that works closely with teams across the world. You'll gain exposure to monthly management accounts prepared at the overseas offices and will play a key role in providing timely, accurate and relevant financial information to GOAL senior management.

Reporting into the Operations Accountants responsible for Syria and Iraq, you will support in various areas, including but not limited to Donor Reporting, Annual Budgets, Treasury, Debtors, Month-end and Year-end, Annual Financial Statements, Capacity Building, Technical Advice.

General Duties and Responsibilities

- Support the work of the Operations Accountant for Syria
- Collect, understand, process, verify, and report accounting-related information
- Assist with specialised and confidential forms and reports for banking-related information
- Analyse financial information/data
- Assist in the preparation of monthly, weekly, and other ad hoc financial reports, as required
- Support other members of the Operations Accountants team during busy periods
- Research, coordinate, and progress projects and ad hoc tasks as requested by the CFO

Requirements

- Student of business / accounting studies
- Specific expertise in numbers to include good math skills
- Good financial data analytical skills
- Exceptional attention to detail
- Ability and/or aptitude for preparation of financial reports using MS Excel
- Familiarity with maintaining accounting records and documentation
- Good ability with MS Office applications
- Good written and oral communication skills
- Ability to work within a team environment and communicate effectively with teams overseas
- Ability to work on own initiative, multi-task, plan and prioritise workload
- Experience on Sage or a similar accounting package is desirable but not essential
- An interest in international relief and development work

Background

Established in 1977, GOAL is an international humanitarian agency, with a team of 2,400 personnel, dedicated to alleviating the needs of the most vulnerable communities. Currently operating in 13 of the world's most vulnerable countries, GOAL delivers a wide range of humanitarian and development programmes, ranging from humanitarian relief in disaster situations, to focusing on nutrition, food security, and building greater resilience and sustainable livelihoods.

GOAL has an annual budget of an estimated €100 million and is supported by a range of donors including the Governments of Ireland, UK, USA, the European Union, individuals, trusts and foundations. GOAL values the power of partnership and works with local and international partners to achieve its mission.

How to Apply

Please send your CV and a short motivation letter to Julia Barry (jbarry@goal.ie) before 15th June 2019. Interviews will be held in the last two weeks of June.

Job title	Finance Assistant
Line Manager	Operations Accountant (Syria and Iraq)
Duration	9-12 months
Location	Dun Laoghaire
Salary	€ 20,000 p.a.
Annual leave	22 days