

JOB DESCRIPTION: ASSET / MANAGEMENT ACCOUNTANT

LOCATION: DUBLIN CITY CENTRE OFFICE

CONTRACT: PERMANENT – 37 HOURS PER WEEK

RESPONSIBLE TO: FINANCIAL PLANNING & COMPLIANCE MANAGER

SALARY: €39,375 (SP 26) TO €56,267 (SP38)

STARTING SALARY: €39,375 (SP 26)

JOB SUMMARY:

Tuath Housing is the fastest growing Housing Association in Ireland and recruiting a management accountant to report and maintain accounting for all current and future housing stock and the funding for this stock. The current stock will be 5,000 houses and apartments, and rapidly growing.

The role will report to the Financial Planning & Compliance Manager

The post requires significant excellent accounting, excel modelling and organisational skills, IT skills, a dedication to detail and a willingness to adapt to ever changing conditions and pressures.

KEY RESPONSIBILITIES:

1. Housing stock (Fixed Asset) reporting including component Depreciation calculation, Capitalisation of costs, Construction projects and “Mortgage to Rent” spend analysis
2. Ensure all historic and new stock - correctly recorded
3. Agree fixed asset and funding details to Finance handover from Development (including Solicitors closing letters).
4. Maintain Loan and Lease details and ensuring correctly reported

5. Calculate Monthly Loan interest accruals and confirm interest repayments.
6. Confirmation of details for loan repayments and updated loan details.
7. Maintain and report all current and new Grants funding (CLSS / CAS) and calculate and report amortisation.
8. Review and develop cash flow models for funding
9. Identify and implement new Fixed Asset system
10. Develop and maintain an Asset and Liability ledger
11. Assist with Business Plan / 30 year plan / Forecasting (Brixx) model
12. Assist with Budget model

KEY SKILLS AND EXPERIENCE:

1. Part qualified accountant with 5+ years in commercial environment.
2. Experienced, strong spreadsheet modeller, ideally with experience of developing and updating cashflow and other investment appraisal models
3. Budgeting and forecasting experience

GENERAL

1. To contribute to the effective delivery of a Quality Service through the formulation, review and proper implementation of policies and procedures.
2. To participate on forums/working groups/committees as required.
3. To conduct all activities in a manner which is safe to yourself and others.
4. To be aware and act in accordance with Tuath's Health and Safety Policy.
5. Complete reports/ submissions for Tuath's Board meetings.
6. To undertake any training courses deemed necessary for your role if it evolves.

7. To undertake any other duties as required.

This job description is not definitive or restrictive and will be subject to periodic review in the light of developments.

If you think you have the relevant skills and experience , please apply today with your CV and quote the job title to hr@tuathhousing.ie or post to our head office at Tuath Housing, 33 Leeson Street Lower, Dublin 2. The closing date for vacancies is Monday 9th September at 5.00pm