

# Job Description

Sonairte is an environmental charity and visitor Eco Centre in Laytown, Co. Meath. Our Vision is to be community hub, enabling people to live more sustainably to address the twin environmental crises the world currently faces - the climate crisis and the biodiversity crisis. Our charitable purpose is:

- to provide education in all aspects of ecology
- to promote sustainable living through learning and cooperation
- to promote sustainable development to promote organic, ecological and sustainable farming practices
- to promote environmental awareness and nature conservation
- to promote appropriate and sustainable technologies
- to promote the use of genuinely renewable resources
- to promote intercultural exchange
- to promote reconciliation
- to promote fair trade

We require a part-time book-keeper/accountant for 1 day per week (either Friday, Saturday or Sunday) to manage all financial aspects for the charity. Tasks include:

- Payroll weekly and monthly on surf payroll.
- Inputting all transaction to accounts software package Surf accounts
- Inputting purchase invoices, raising sales invoices, processing all income from a variety of sources, Clover tills in café and Eco Shop, Stripe income online sales, Sum up market income, event income from EventBrite, and external grant income.
- Banking of all monies, balance sheet reconciliations, producing annual statutory accounts for the charity in conjunction with external auditors
- Updating data on charities regular portal
- Other duties as may arise

The ideal candidate would be/have:

- Qualified accountant, part qualified accountant or qualified by experience
- Experience dealing with all aspects of finance
- Proficiency in a variety of accounting software packages and excel

Experience in the charity sector including experience in SORP and/or experience with managing external grant funding would be an advantage. The role would suit an ethical person with an interest in the environment, sustainability, food and biodiversity. The schedule is designed to suit a retired person or a parent or someone with caring responsibilities. The role is part time 1 days per week (7 hours) and can be flexibly arranged - either 1 full days a week or 2 half days depending on the applicants preferred schedule. Friday mornings would be required and would be on site to set up payroll.

The salary will be €35,000 per annum pro rata 0.2 FTE (€583 per month). To apply please send a short cover letter and CV to [chair@sonairte.ie](mailto:chair@sonairte.ie)

**Closing date: 5pm Wednesday 8<sup>th</sup> February.**