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Women's Aid Recruitment Pack

Financial Accountant

Women's  Aid



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Summary

Women's aid is seeking a newly qualified and highly motivated Financial Accountant to join our expanding Finance team. The Financial Accountant will report to the Financial Controller. The Finance team sits within the Business Support Function which provides support to the entire organisation. The Finance Team endeavours to support Women's Aid in achieving its charitable purpose through the provision of timely, accurate and high quality financial information whilst always ensuring that we work in accordance the highest standards of financial practices.

This role will appeal to someone who would like to build their career the not-for-profit sector. Ideally the candidate will have some previous experience in the sector, but this is not essential as full training will be provided. A genuine interest and a desire to work in the not-for-profit sector coupled with strong technical, financial and IT skills is more important. This is an excellent opportunity for a newly qualified accountant to develop critical skills for career development.

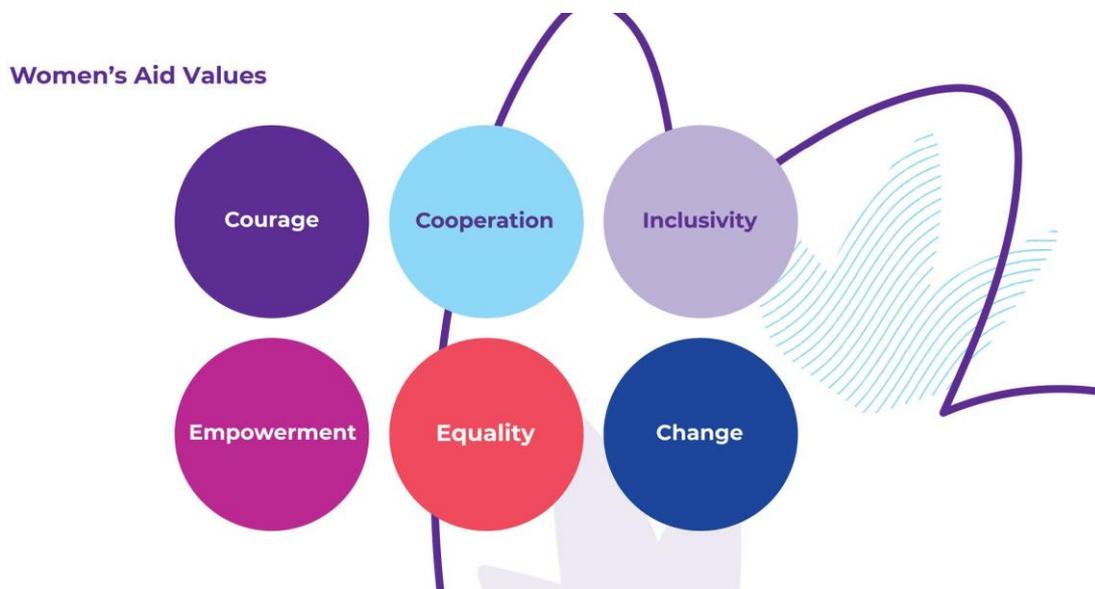
- **Contract:** The contract offered is a three year fixed term contract and this role is full time based on a 35-hour week. (excluding lunch)
- **Location:** Working primarily in Women's Aid Head office in Dublin 2, a percentage of hybrid working arrangements per week may be available on application following successful completion of induction and probation.
- **Salary:** €55,000- €65,000. The rate offered will be commensurate to relevant experience and in line with the company remuneration policy.
- **Benefits:** Read on to learn about our additional attractive employee benefits.

- **How to apply:** Completed application forms (CVs not accepted) to anna.sheridan@womensaid.ie . no later than **5.00 pm on Friday 17th of April**. Please use reference **FA2026** in all correspondence.
- **Interviews:** Shortlisted candidates will be invited to first round interviews on **Friday 01 May 2026**, in our offices at 5 Wilton Place.

About Women's Aid

Women's Aid is a national, feminist organisation working to prevent and address the impact of domestic violence and abuse, including coercive control. We do this by advocating, influencing, training, and campaigning for effective responses to reduce the scale and impacts of domestic abuse on women and children and providing high quality, specialised, integrated, support services.

Women's Aid Values



To achieve our purpose and vision of zero tolerance of domestic abuse and all forms of violence against women Women's Aid:

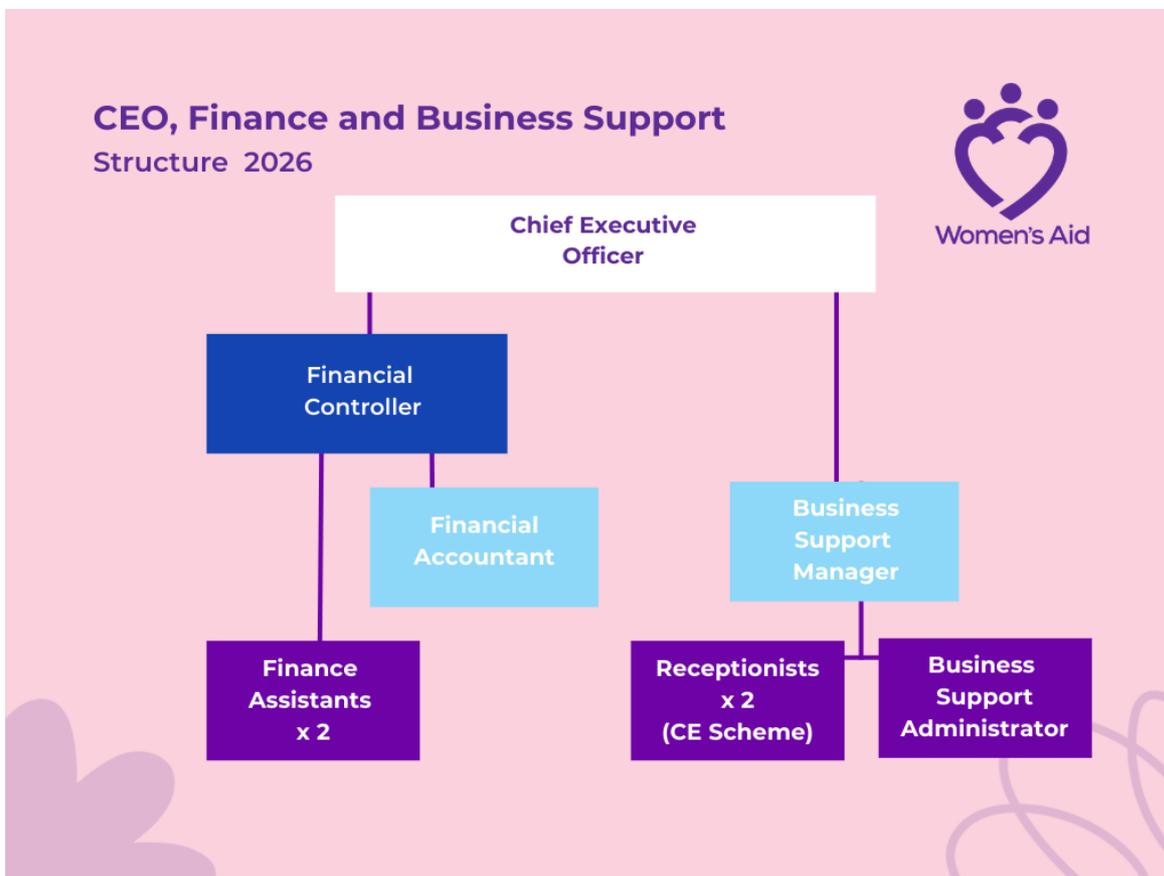
- Acts with **courage** to boldly challenge patriarchal systems, structures, and attitudes in all aspect of our work.

- Works in **co-operation** to share knowledge, skills, and expertise to achieve shared goals and improve responses to domestic violence and abuse.
- Strives to embed **inclusivity**, diversity, and accessibility across all our work.
- Supports the **empowerment** of women to exercise agency on their own behalf as a right, whatever their circumstances.
- Believes that achieving **equality** in status, rights and opportunities for all women is essential to address the causes and consequences of domestic violence and abuse.
- Works to achieve positive **change** for everyone through a combination of individual, community-based and social action.

Our vision is an equal Ireland with zero tolerance of all forms of violence against women, including domestic abuse. For more information read our [current Strategic Plan](#).

About the Finance Team

The Finance team sits within the Business Support Function of Women's Aid. The team, currently consisting of two part time Finance Assistants reporting to the Financial Controller are responsible for ensuring that all aspects of the charity's Finance function (including Management Accounts, Accounts Payable, Accounts Receivable, Grant Management, Governance, Budgeting, Payroll and Annual Audit.) are managed responsibly and in line with best practices. The Finance Function is responsible for the preparation of accurate financial reports for multiple stakeholders including the Senior Leadership team, Trustees, and Funders and ensuring transparency and accountability at all times.



Benefits of Working with Women's Aid

- **Annual Leave:** Annual leave entitlement is 25 days per annum pro rata.
- **Privilege Days:** Good Friday and Christmas Eve.
- **Pension:** Women's Aid operates a contributory pension scheme which all employees may join on joining the organisation.
- **Maternity Leave:** Women's Aid will pay full salary (less Social Welfare benefits) for the period of the 26 weeks paid leave (subject to 1+ year service).
- **Parents' Leave:** 9 weeks' leave topped up to full salary during the first 2 years of a child's life, or in the case of adoption, within 2 years of the placement of the child with the family for eligible employees.
- **Employee Assistance Programme:** Women's Aid provides an extensive employee assistance programme.

- **Death in Service Benefit:** Available for all employees to the value of 2 years' salary.
- **Trade Union Membership:** The staff of Women's Aid has an option of joining the recognised representative Trade Union Forsa.
- **Training Allowance:** Annual allowance for staff members to undertake training to enhance skills and expertise (subject to budget availability).
- **Travel Supports:** Bike-to-work schemes and tax saver commuter tickets.
- We also offer a range of other supports, including paid leave for employees experiencing **menopause, problematic periods** or subject to **domestic abuse**.
- **Equality and Diversity:** Women's Aid is committed to the promotion of equal opportunities and cultural diversity.

Lived experience: While lived experience as a survivor of domestic abuse is not a requirement for any role in Women's Aid, we welcome applications from people with lived experience of domestic abuse and violence. Women's Aid will not ask anyone to disclose experiences of abuse, nor ask intrusive questions of those who do.

About the Role

- **Reference: FA2026** (please cite in all communications with Women's Aid).
- **Reports to:** Financial Controller.
- **Contract:** Full-time, 3 year fixed term contract.
- **Hours:** Women's Aid's full-time working week is 35 hours (excluding lunch). Core working hours are ordinarily between 8am and 6pm Monday to Friday, unless a role requires different contracted hours. Flexibility may be required.

- **Location¹:** Primarily based at Women's Aid head office in Dublin. Women's Aid operates a Hybrid Working Policy and a % of hybrid working will be considered following successful induction/onboarding period which will require a more significant on-site presence.
- **Salary:** The starting rate for this role is circa €55,000-€65,000 (rate commensurate to relevant experience, in line with company remuneration policy).

Purpose of the Role

We are seeking a positive, pro-active, and motivated Financial Accountant to join our Finance team. The Finance team provides financial support to the entire organisation. Our aim is to support Women's Aid in achieving its charitable purpose through the provision of timely, accurate and high quality financial information and ensuring that we work to the achieve the highest standards of financial practices at all times. The Financial Accountant will report to the Financial Controller and will work as part of the Finance team and in cooperation with the overall Business Support team.

Duties and Responsibilities

- Financial Reporting – including preparation of management accounts, balance sheet and variance analysis.
- Monthly balance sheet reconciliations
- Income and expenditure analysis
- Donor and Grant Management: Reporting on expenditure relating to restricted funds and ensuring compliance with donor requirements.
- Annual Budgeting: Assist in developing annual budgets and monitoring financial performance against budgets and forecasts.

¹ Women's Aid strives to be fully inclusive, welcoming and where possible accommodating applicants of all abilities. However, it is important to note that unfortunately, our Head Office building is not currently accessible for wheelchair use.

- Annual Audit: Support with the preparation of the external audit file, liaise with auditor on queries, support with charity statutory accounts (SORP) workings.
- Regular support with payroll, accounts payable, accounts receivable as required.

Other Duties:

- Attendance at organisational, team and one to one supervision meetings with Financial Controller as scheduled.
- To attend internal and external training and events as required.
- To perform other duties appropriate to the job as may be assigned from time to time by Financial Controller
- Promote the overall aims and values of Women's Aid.

Competencies and Skills

Essential

- Newly Qualified Professional Accountant (ACCA/CIMA/ACA/CPA) with 3 years' experience working in a finance role.
- Confident with accountancy software.
- Strong IT skills, especially Excel.
- Ability to implement best practice financial processes and internal controls and to proactively drive process improvements.
- Detailed oriented with excellent numerical and analytical ability.
- A proactive approach to problem solving.
- Excellent interpersonal skills, has the ability to work with diverse stakeholders with varying levels of financial knowledge.
- Ability to effectively present meaningful financial information to all levels of the organisation verbally and in written reports.
- Ability to work to deadlines and prioritise work.
- Ability to work independently and as part of a team.
- Willingness to learn new tasks.

Desirable Criteria – all skills below are an advantage but not essential:

- Payroll knowledge
- ERP System experience
- Sage Accounting knowledge
- Experience in the Not for Profit sector and knowledge of SORP (Statement of Recommended Practice)
- Knowledge of HR Systems

How to Apply

Application Form: Application forms, clearly referenced **FA2026** in the subject line, should be sent by email only to **Anna Sheridan**

Anna.sheridan@womensaid.ie

Please note that only application forms are accepted. CVs will not be considered.

Closing date: 5pm on Friday 17th of April.

Interview schedule: It is anticipated that first round interviews will be held in person on **Friday 1st of May**, in our offices at 5 Wilton Place, Dublin 2.

Additional information

Right to work in Ireland: All applicants must have the right to live and work in paid employment in Ireland for a period of at least two years from the date closing date for applications. Verification of this right will be required by Women's Aid.

Personal Identification: It is employer policy to seek personal identification of all employees in the form of a recognised form of photo identification (e.g. passport, drivers' licence or public services card).