20.10.2026

Women's Aid Recruitment Pack

Finance Assistant

Women's Aid

Women's Aid

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Summary

Women's aid is seeking a highly motivated Finance Assistant to join our expanding Finance team. The Financial Assistant will report to the Financial Controller. The Finance team sits within the Finance & 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.

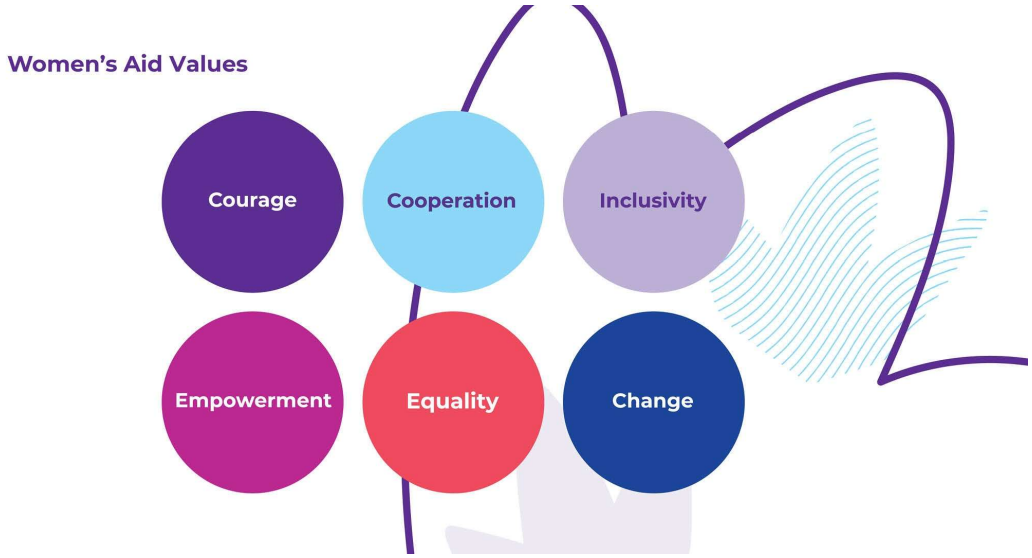
- **Contract:** The contract offered is a permanent contract and this role is full time based on a 35-hour week. (excluding lunch)
- **Location:** Working primarily in Women's Aid Head office in Dublin 2, a percentage of hybrid working arrangements per week may be available on application following successful completion of induction and probation.
- **Salary:** The starting rate for this role is circa €40,093 - €47,168. The rate offered will be commensurate to relevant experience and in line with company remuneration policy. This role sits on the Women's Aid Finance Assistant Pay Band €40,093-€54,243.
- **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 20th of November 2026**. Please use reference **FASS2026** in all correspondence.
- **Interviews:** Shortlisted candidates will be invited to first round interviews on **Thursday 3rd of December 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:

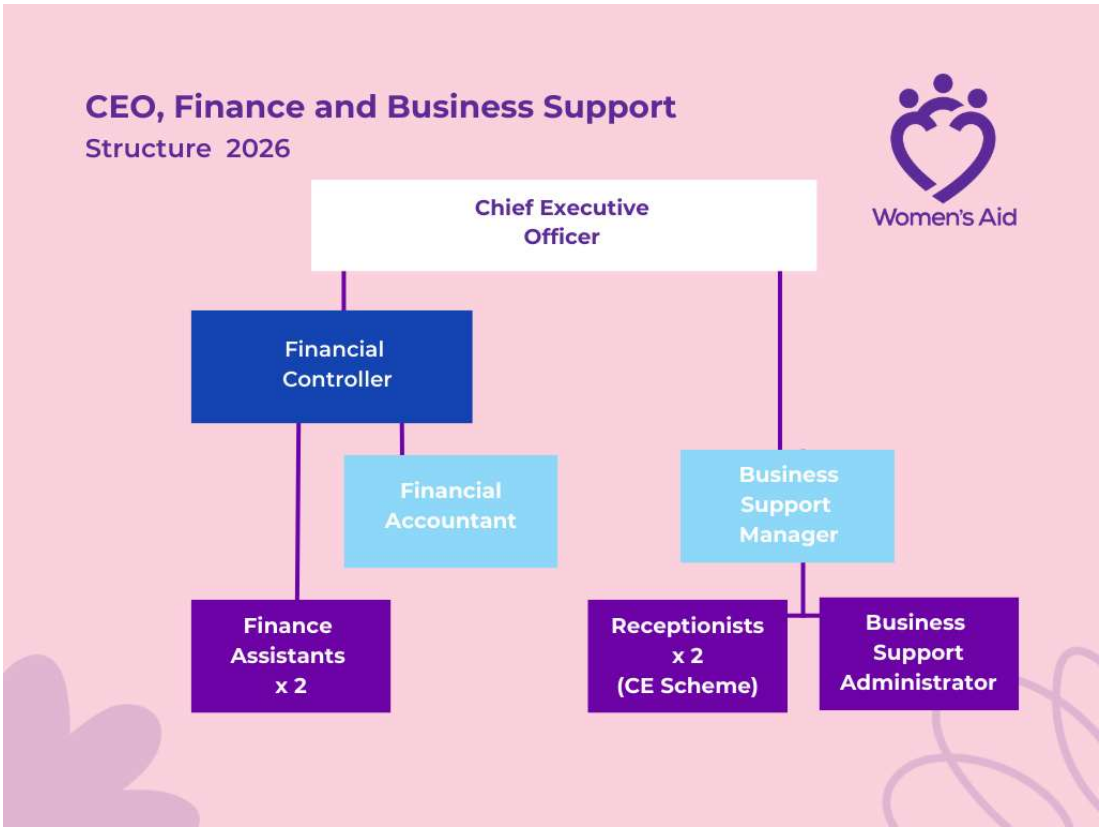
- Acts with **courage** to boldly challenge patriarchal systems, structures, and attitudes in all aspect of our work.
- Works in **co-operation** to share knowledge, skills, and expertise to achieve shared goals and improve responses to domestic violence and abuse.
- Strives to embed **inclusivity**, 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 team, consists of two Finance Assistants and one Financial Accountant 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 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: FASS2026** (please cite in all communications with Women's Aid).
- **Reports to:** Financial Controller.
- **Contract:** Full-time, permanent 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.

- **Location[1]:** 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 €40,093 - €47,168. The rate offered will be commensurate to relevant experience and in line with company remuneration policy. This role sits on the Women's Aid Finance Assistant Pay Band €40,093-€54,243.

Purpose of the Role

We are seeking a positive, pro-active, and motivated Finance Assistant 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.

Duties and Responsibilities

Income processing:

- Processing all fundraising and other charity income received on a timely basis in line with documented financial procedures. Ensuring that all income is booked to the correctly in Sage and seeking clarification where appropriate.
- Working our Fundraising department to clarify income queries;
- Ensuring that Restricted income (including statutory grants) is correctly accounted for, and that the necessary back up is filed on a timely basis;

Accounts Payable:

[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.*

- Processing supplier invoices and payments on Sage Accounts in line with documented financial procedures;
- Processing and validating Employee Expenses and ensuring that the Women's Aid Expenses policy and Revenue guidelines are always adhered to;
- Ensuring relevant invoice /employee expenses approvals are obtained and on file for all transactions prior to any payment being administered;
- Ensuring that invoices and employee expenses are booked to the correct Sage nominal code.
- Paying suppliers and employee expenses on a weekly basis in line with Women's Aid payment terms;
- Reconciling allocated bank accounts monthly using Sage software;
- Reconciling supplier accounts to supplier statements monthly or when required;
- Ensuring creditors' control account is reconciled monthly;
- Processing and reconciling credit card payments in line with documented financial procedures.
- Petty cash / Cash on hand reconciliations.

Accounts Receivable:

- Processing training invoices in Sage to include Stripe income.
- Seeking clarification with training department when required.
- Following up on outstanding invoices and ensuring payments received on a timely basis.
- Debtor control account reconciliation

Monthly Payroll:

- Experience with monthly payroll preparation is required.
- Candidate to act as support / back up monthly payroll preparation for in line with monthly timelines. (65 plus Employees). This also includes:
- Experience with dealing with payroll and pension related queries.
- Monthly ROS / Pension provider payments and returns;
- Balance sheet reconciliations relating to payroll.

Women's Aid Emergency and Legal fund

- Managing payments and voucher requests for this fund in line with agreed processes.
- Reconciling this fund monthly and dealing with queries as appropriate.

Lodgements:

- Checking and banking weekly bank lodgements

- Clarifying lodgement queries with fundraisers as appropriate and ensuring best practice cash management procedures are always followed.

Other Duties:

- Participating with designated tasks when required for monthly / year end management accounts
- Supporting with balance sheet reconciliations if required.
- Support on funder returns when required
- Assist with inputs or analysis for annual budget when required.
- Ensure that current year budget is fully understood and seeking clarification if required.
- Providing cover for other Finance team members as appropriate
- Working with the finance team to review and implement best practice financial procedures.
- Proactively identifying any gaps in financial controls and bringing to attention of FC where appropriate.
- Assisting the preparation of ad-hoc financial reports
- Assisting with the preparation of documentation for annual audit and answering audit queries
- Assist with tendering for new suppliers when required;
- Support with ad hoc queries from other departments;
- Attending internal meetings when required.
- Additional ad hoc duties/ projects as requested by the Financial Controller

Competencies and Skills

Essential

- Minimum 3 years Accounts Payable Experience working in a busy operating environment;
- Experience in Payroll management for 50 plus employees;
- Experience working on Sage 50 Accounts/ Sage Payroll or similar accounting packages;
- Ability to prioritise workload and work to deadlines;
- Ability to problem solve and apply previous knowledge and experience to new tasks and queries
- Ability and willingness to learn and use new technology.
- Expresses information clearly and effectively in both written and verbal communication.
- Willingness to support other non-finance team members on financial queries whilst always implementing best financial procedures;
- Ability to work both independently and as part of the Finance team
- Ability to exercise discretion and sensitivity when dealing with confidential matters

- Prioritises confidentiality regarding financial & payroll information at all times
- Maintains appropriate professional boundaries with suppliers and colleagues.
- Positive attitude to change and taking on new tasks.

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

- Experience in the Not-for-Profit sector
- IATI qualified desirable but not essential.
- Understanding of Fundraising

How to Apply

Application Form: Application forms, clearly referenced **FASS2026** 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 <u>will not</u> be considered**.

Closing date: 5pm on Friday 20th of November 2026.

Interview schedule: Shortlisted candidates will be invited to first round interviews on **Thursday 3rd of December 2026,** in our offices at 5 Wilton Place.

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).