

# FINANCE OFFICER (PART-TIME) – ROLE SPECIFICATION

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## Role Overview

**Job title:** Finance Officer (Part-time)

**Salary:** DOE

**Hours:** 28 to 35 hours per week (4 days to 5 open to discussion)

**Reporting to:** Head of Business Operations

**Location:** Henrietta Street, Dublin 1, DOI KF59

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## About Us

The Honorable Society of King's Inns (King's Inns), established in 1541, is Ireland's Oldest School of Law and one of Ireland's significant historical environments.

Today, King's Inns is an independent educational institution renowned for professional legal education and training. King's Inns is the Irish 'Inn of Court', training and admitting legal professionals who wish to be awarded the degree of Barrister-at-Law necessary to be called to the bar by the Chief Justice of Ireland. As well as educating future and qualified barristers, the school extends its reach to a diverse community of people from legal and non-legal backgrounds offering a range of accessible part-time courses in specialist areas of the law.

Our reputation is international, and eminent graduates include former Presidents of Ireland, Taoisigh, politicians, leading academics, many leaders, and advocates across other professions, and, of course, judges and barristers in practice throughout the English-speaking world. King's Inns history is significant, with a diverse legal and cultural heritage and a Library that houses over 110,000 volumes. We actively preserve and showcase our heritage and magnificent architecture through the many cultural and arts projects we operate.

**Our mission** is to excel in the provision of both professional and academic legal education and training, and to develop and nurture lifelong relationships with our entire membership.

**Our Vision** is to further develop King's Inns as a modern twenty-first century institution, which is a centre of excellence in the provision of legal education and training, and to have a value and significance for its membership who promote the importance of the rule of law in a modern democracy.

Governed by our Trustees and members of Council, King's Inns is a registered charity  
[kingsinns.ie](http://kingsinns.ie)

# ROLE DETAILS

The Finance Officer is a 4 to 5 day per week role (flexible to the right candidate and will consider 1 to 2 days remote working) within the operations team in King's Inns. The role encompasses bookkeeping/accounts and associated administrative duties. This is an excellent opportunity for the right candidate to work within a multidisciplinary environment within a small, established team. Applicants must be detail-oriented, highly proficient in computer systems and applications, and solution focussed. Experience in bookkeeping and accounts is essential.

The role will act as a point of contact for all finance duties and will report to the Head of Business Operations of King's Inns.

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## Key Responsibilities

- Accounts payable – raising purchase orders, posting invoices to relevant ledgers ensuring correct cost centres and codes are used, checking VAT codes, dealing with invoice queries, and reconciling;
- Accounts receivable and credit control – reconciling statements, responsible for all invoice management and ledgering of same & payment follow-up, issuing pro-forma invoices etc;
- Banking – posting payments, reconciling all accounts;
- Payroll – dealing with PAYE, P30's and P35's and expenses/ Liaise with payroll provider;
- VAT and PAYE – working with ROS preparing & submitting returns, reconciliations etc.
- Preparation of management accounts and Cashflow projections;
- Deal with suppliers by phone & email and other accounts related administration;
- Work in collaboration with the Head of Business Operations to actively identify and implement functional improvements;
- Extract and review key finance data and presenting in a timely and concise manner to support critical decision-making;
- Deliver timely and accurate responses to audit queries when necessary;
- Assist with end of year audit;
- Liaising with other key service providers and stakeholders as required;
- Carry out any other duties as appropriate to the position, and/or as may be from time to time assigned by the Head of Business Operations.

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## Qualifications and Experience

- Qualified bookkeeper, accounting qualification, accounting technician or part qualified with requisite experience;
- A minimum of 4 years' experience in a related role;
- Strong knowledge of accounting and systems;
- Competent and experienced in bringing accounts to trial balance level
- Experience in preparation for year-end Audit.

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## Skills and Attributes

### Essential

- Excellent Accounting and IT skills, including excel;
- Organised, ability to manage multiple tasks and adhere to deadlines;
- Excellent analytical and problem-solving abilities with exceptional attention to detail;
- Excellent interpersonal and communication skills, both written and verbal;
- Versatility, flexibility and a willingness to undertake a range of duties as required;
- Ability to work as part of a team.

### Desirable

- Fully qualified
- Audit experience
- An understanding of the environment of King's Inns.

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## How to Apply

Submit a cover letter setting out how you meet the requirements along with your CV to [hr@kingsinns.ie](mailto:hr@kingsinns.ie) by 5 pm (Irish time) on Friday, June 21, 2024.

Any queries on the role or application process can be sent to [hr@kingsinns.ie](mailto:hr@kingsinns.ie)

**King's Inns is an Equal Opportunities Employer.**

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## Data Protection

King's Inns will treat all the information including personal data which you give as confidential, subject to the Data Protection Acts.

Our Data Protection Statement can be found on our website [here](#).