



Job details	
Title:	Accountant (Part-Time 1 day per week)
Reporting to:	CEO
Direct Reports:	Finance Administrator
Contract Length:	Permanent
Office:	Remote or hybrid
Brief overview and purpose of role	
<p>We are seeking a highly skilled and dedicated Accountant who ideally has experience of working within the overseas charity/international development sector. As the Accountant, you will play a crucial role in supporting the financial management and decision-making processes of our organisation. You will be responsible for overseeing financial operations, providing accurate financial analysis, and ensuring compliance with Charity SORP (Statement of Recommended Practice) and best practice within the Irish not-for-profit sector.</p> <p>Reporting to the CEO, you will support the wider management team in ensuring strong financial controls and compliance and directly manage a Finance Administrator.</p>	
About Viatores Christi	
<p>Viatores Christi (VC) was established as a Catholic lay missionary association and has been involved in the support of faith-based partners in the Global South since 1960. As a company limited by guarantee, the charity is led by a CEO who reports into a board of directors who meet 6-8 times a year. The organisation, with a staff of 7 is active in the support of missionary projects for which it currently manages a multiannual grant from its main funder <i>Misean Cara/Irish Aid</i>. The organisation has also been active in a number of EU programmes including <i>European Solidarity Corps</i> volunteering, <i>Irish Aid Global Citizenship Education projects</i> and <i>Erasmus</i>. It remains active in the area of international volunteering. As a result of its recent strategic plan the organisation is to focus on developing its donor base to achieve greater sustainability for the future. For more information www.vcvolunteers.ie</p>	
Key roles and responsibilities	
<p>Key responsibilities include:</p> <ol style="list-style-type: none"> 1. <i>Financial Reporting and Analysis</i> <ol style="list-style-type: none"> a. Prepare accurate and timely management accounts, financial reports, budgets, and forecasts (SORP compliant). b. Provide comprehensive financial analysis to aid decision-making processes. 	



- c. Monitor and analyse financial performance against budgets, identifying variances and proposing corrective actions as necessary.
- d. Maintain and oversee internal and international financial controls, reconciliations, transfers, exchanges and records.
- e. Support cash flow planning.
- f. Oversee the work of the Finance Administrator to ensure timely, accurate financial processing.
- g. Develop and maintain effective financial control systems including registering as an oversight signatory for online banking.
- h. Ensure all income and expenditure is processed in an accurate and efficient manner on the system.
- i. Provide strategic financial insights to the CEO and Board to guide organisational direction.
- j. Contribute to financial aspects of fundraising and resource mobilisation strategy.
- k. Support development of multi-annual financial plans aligned with organisational goals and the strategic plan.
- l. Responsible for the preparation of audit files for VC auditor in collaboration with the finance administrator

2. Budgeting and Planning

- a. Support the CEO with financial decision making and collaborate with senior management to develop annual budgets and long-term financial plans and projections.
- b. Assist in monitoring budgets and provide guidance to budget holders to ensure adherence to approved budgets.
- c. Support the accurate maintenance and reporting of income projections, cost recovery, and project transfers.

3. Donor & Project Compliance (Project and Partner compliance)

- a. Support Programme team in ensuring rigor in relation to donor compliance, and maintenance of project audit documentation
- b. Assist Programme team in regular Partner assessments
- c. Support in preparing for start-up workshops for new projects, primarily focusing on strong compliance planning
- d. Ensure compliance with the financial requirements of institutional donors (e.g., Irish Aid, EU, Misesan Cara).
- e. Maintain rigorous audit trails and reporting for all grants and externally funded projects.



- f. Collaborate with Programme Team to ensure robust compliance, procurement, and budgeting during project development and delivery.

4. Compliance, Risk, and Governance

- a. Ensure compliance with Charity SORP guidelines and best practice within the Irish not-for-profit sector.
- b. Support CEO in ensuring risk management processes are embedded across the organisation
- c. Stay updated on regulatory changes and best practices in the not-for-profit sector, and implement necessary adjustments to financial processes, banking authorisations and reporting accordingly.
- d. Ensure adherence to relevant Irish laws and international standards, including: Charities Act 2009/ Companies Act 2014/ Data Protection Act 2018 / GDPR FRS 102 / Charity SORP (UK & Ireland)/AML/CFT regulations/Irish Revenue (PAYE/PRSI/VAT)
- e. Coordinate risk registers and financial input into organisational risk processes.
- f. Prepare papers and attend Finance Committee meetings and available for Board meetings as required.

Person specification

Education

Bachelor's degree in accounting, finance, or a related field and a professional accounting qualification (e.g., ACA, ACCA, CIMA) is desirable.

Skills and abilities

You will have proven experience as an Accountant or similar role, preferably within the charity/international development sector.

You will have strong financial analysis and reporting skills.

You will have proficiency in financial software and tools.

You will have excellent attention to detail and ability to work with complex financial data.

Level of experience required

You will have at least three years' experience in a similar role.

Competencies

Communicating with all stakeholders- be able to communicate financial issues using clear and concise messaging. Be able to recognise the needs of others and actively support, coach, and provide supportive feedback. Ability to work collaboratively across teams.

Working effectively and efficiently: always ensure that impact is the core feature of our work and maintain continuous improvement in everything we do. Influence change within your team and the wider organisation.



Summary: Essential Inclusions for This Role

- Strategic financial leadership
- Financial donor compliance (e.g., SORP, Irish Aid, EU)
- Monitoring and evaluation visits to partners (optional)
- Support for fundraising and proposal costing
- Risk management and governance input
- Knowledge of Irish legislation and charity regulation
- Financial systems and grant management skills

Salary and benefits

Viatores Christi operates a salary scale, as well as a broad range of employee benefits.

This role is based on a full-time equivalent annual salary of €50,000, pro-rated for your part-time hours. Based on your schedule of 7.5 hours per week (which is 20% of a standard 37.5-hour full-time work week), your gross annual salary will be €10,000, payable monthly in arrears.

Your compensation includes:

Salary: €10,000 annually (gross)

Payment Frequency: Monthly

Hours: 7.5 hours per week (exact schedule to be agreed upon)

Location: Fully Remote or office based at Phibsborough Head office.

In addition to salary, VC provides a number of employee benefits, which include:

- Matching company pension contributions up to 5% (once probation is complete)
- Flexible working hours (minimum of 7.5 hours per week)
- Commitment to training and development.
- 22 days annual leave pro rata, increasing with length of service up to 30 days.

Location

While VC has team members located in Kenya, Uganda, and all over Ireland, the VC office is retained at 8 New Cabra Road and the candidate has the option of being located here or to work completely remotely. Remote working offers a range of benefits that enhance both employee satisfaction and operational efficiency. The key advantages include:

1. Increased Productivity with fewer interruptions
2. Flexibility and Work-Life Balance.
3. Reduced Commuting Time and Costs

To apply



Please submit your CV along with a letter outlining why you feel you're the right person for the role by **Friday June 27th, 2025**. Email: zara@viatoreschristi.com

Please note *Shortlisting of Candidates will apply*. Shortlisting will take place after the closing date, and only selected candidates will be invited to interview.
Please note that canvassing will lead to disqualification from the recruitment process.
Please note that applicants must have a valid work permit at the time of applying to enable them to work in Ireland.

Safeguarding

VC is committed to safeguarding people within our programmes from exploitation and abuse and has specific policies on this commitment (including a Code of Conduct) which outlines the expected behaviour and the responsibility of all staff, consultants, and other organisational representatives.

Any candidate offered a job with us will be expected to sign our Safeguarding Policies and Code of Conduct as an appendix to their contract of employment and agree to conduct themselves in accordance with the provisions of these documents. Specific roles may require police/Garda vetting.

Diversity and Inclusion

We welcome diverse applicants to join our inclusive workforce.

VC is an equal opportunities employer. We are an organisation that embraces diversity and inclusion. We welcome applicants from diverse backgrounds to bring their experiences and perspectives to VC.

This document is not intended to be an exhaustive job description - it serves only as an overview of the role.