

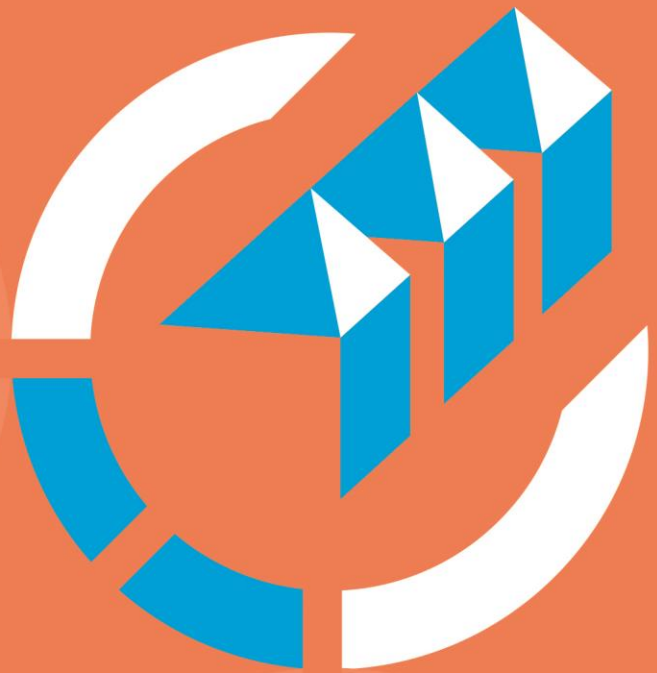
2025



North & East
Housing Association

Building & Supporting Communities

Trainee Accountant Recruitment Pack





About North & East Housing Association

North & East Housing Association exists to provide high quality, secure and affordable housing, appropriate to the needs of families and individuals in the northern and eastern regions of Ireland. We support thriving communities through quality housing and continuing support for our tenants. We are a values-based organisation and a not-for-profit business with social objectives, which means that every penny we make is reinvested in providing homes for those in need of housing.

We provide housing management and tenant support services to projects in twenty-six locations across eleven local authority jurisdictions. North & East is primarily a general needs AHB, but it also provides housing services with partners that focus on housing for people with specific needs.

The Association's Vision is ***'to provide high quality, secure and affordable housing, appropriate to the needs of families and individuals in the northern and eastern regions of Ireland.'*** This Vision is underpinned by three values –



Tenant Centred

- We communicate with tenants in a clear and respectful way and ensure that their voice is heard throughout the organisation.
- We make our tenants aware of their rights and obligations as tenants.



Trustworthy

- We are committed to the highest standards of governance as an AHB and as a Registered Charity.
- We are careful stewards of our housing stock and are committed to high standards of accessibility and environmental sustainability.



Collaborative

- We work in partnership with Local Authorities, Government agencies, other housing associations, voluntary bodies and private developers who share our commitments and values.



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Why Work with North & East?

Working with NEHA you will benefit from a highly supportive working environment and an attractive benefits package which includes the following:

- CIH membership and professional body fees
- Competitive salaries
- Free parking at NEHA offices
- 25 days Annual Leave
- Company Additional Days
- Hybrid Working – on completion of 3 month's service.
- Individual Training & Development Programme
- Employee Assistance Programme
- PRSA Pension Scheme
- Enhanced Maternity & Paternity Benefit
- Travel & Subsistence Allowance
- Death in service benefit.

The Trainee Accountant is a **new** position and will join the existing Finance Team. The key purpose of this role is to actively implement and manage the day-to-day financial activities within the Association in accordance with the requirements & standards specified in the Association's policies & procedures. This role will also act as a leading member of the Finance Team and contribute towards the smooth running of the Finance Department.

North & East Housing Association schemes continued to be recognised for quality contribution to housing output and placemaking across different local authority areas. The scheme at Tooting Meadow, Scarlet Street, Drogheda, Co. Louth was the award recipient of the prestigious Chartered Institute of Housing All Ireland Awards, under the Best Housing Development Category in 2022 and North & East's older persons housing scheme at Collier's Place, Duleek Co. Meath in 2023.



JOB PROFILE

POSITION:	Trainee Accountant	REPORTING TO (NAME):	Chief Financial Officer
Salary:	€35,178 to €45,899 Salary scale will increase when full qualification is achieved.	LOCATION:	Dublin Office
		DATE:	March 2025

Principal Objective of Position (the general nature, level, purpose and objective of the job):

The key purpose of this role is to actively implement and manage the day-to-day financial activities within the Association in accordance with the requirements & standards specified in the Association's policies & procedures. This role will also act as a leading member of the Finance Team and contribute towards the smooth running of the Finance Department.

Responsibilities:

The list should contain each and every essential job duty or responsibility that is critical to the successful performance of the job. The list should begin with the most important functional and relational responsibilities and continue down in order of significance.

The key accountabilities and associated duties include –

Financial Administration

Month End Management Accounts to include:

- Assist the Finance Officer with preparation of monthly accounts file and working papers.
- Posting of monthly accounts journals.
- Tracking and recording development projects.
- Prepayments and accruals.
- Management of rental income and debtors.
- Preparation of accounts to trial balance.

Tenant Rents:

- Upload of Weekly Rents to our HMS and Reconciliation to Finance system
- Work closely with the Tenant Support Desk concerning rent adjustments and refunds
- Monitor all rent assessments annually and update of HMS.
- Monitor issuing of quarterly statements to tenants.
- Manage tenant refunds.
- Prepare financial elements for quarterly HAPM figures for Housing Team.



- Provide assistance and support to other departments within the Association.
- Participate in any training courses or other events as requested.
- Ad hoc as required

On-going financial tasks:

- Revenue Returns Vat, RCT, and LPT.
- Point of Contact with Local Authorities for P&A Uplifts and Start Up Claims
- Responsible for monitoring the implementation of Financial Policies and Procedures across the organisation.
- Management of sales invoices and revenue collection.
- Maintain bank records and mandates.
- Attend and minute meetings & circulate all documents for same.
- Support annual audit.
- Assist the CFO with Board Reporting and Operational Metrics Delivery for SMT

Additional Responsibilities

- To positively promote the Association in all activities
- To exercise discretion in all aspects of the role
- Sensitivity to confidential matters is required
- Undertake a variety of specific projects and other administrative tasks as assigned by the CFO
- Any other duties which are consistent with the role

This description has been designed to indicate the general nature and level of work performed by employees within this position. The actual duties, responsibilities, and qualifications may vary based on assignment or group.

Job Specification (the minimum qualifications needed to perform the essential functions of the job such as education, experience).

Required

- An understanding of accounting principles, bookkeeping and ledgers with a desire to complete accounting qualifications with a recognized accountancy body
- Experience of working within a busy Finance team.
- Experience of working with computerised accounting systems.
- Strong proficiency in the use of Microsoft Word, Excel, Teams & Outlook
- Ability to draft and format operational level reports/spreadsheets for presentation to management essential
- Ability to follow direction in order to achieve competency in duties
- Ability to communicate concisely and respond promptly to correspondence



Desirable

- Prior experience in a housing association or property management would be an advantage but not essential
- Sage experience an advantage but not essential

Competencies:

1. Teamwork
2. Interpersonal Skills
3. Goal orientation
4. Flexibility
5. Personal Accountability
6. Time and Priority Management
7. Employee Development/Coaching

REPORTING STRUCTURE (number of team members supervised in this job):

Directly: 0	Indirectly: 0
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KEY RELATIONSHIPS (please specify contacts):

Internal: CFO, CEO, Compliance Officer, Finance Officer Finance Assistant, Clerical Officer, Housing Officers	External: County Council Staff, Bank/Credit Union Staff,
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North & East Housing Association is an Approved Housing Body (AHB) incorporated in 1993 by a group of volunteers who recognised that the housing needs of communities in the North and East of Ireland were not being adequately met by the private market and local authority housing schemes. Since then, North & East has grown from a small voluntary organisation into an established housing body. We provide housing management and tenant support systems to projects in twenty-six locations across eleven local authority jurisdictions.

During this period of expansion, North & East has retained a focus on communities in the northern and eastern regions and maintained its commitment to keeping tenants at the heart of its work. North & East is primarily a general needs AHB, but it also provides housing services with partners that focus on housing for people with specific needs.



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HOW TO APPLY

If you are interested in this role, please submit your cv along with a covering letter to hr@neha.ie
This is a rolling closing date; applications will be dealt with as they are received.

If you have any queries around the role, please e-mail hr@neha.ie



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