

## Representative Church Body

### Systems Accountant

#### Job Description

##### **Background**

The RCB seeks to appoint a Systems Accountant to its Finance & IT Department. The core management information systems include Agresso Milestone 7.10 which supports financial reporting and accounting and ResourceLink which supports pension administration and payroll management. The Finance Department has significant project work to complete over the next 1-2 years. The system accountant role seeks to appoint someone who has the project management and IT skills to work alongside the current team in three primary areas: the transfer of financial systems to cloud, the implementation of Charity SORP accounting and the development of the Trust and Investment ledgers which are entirely bespoke to the RCB. The work involved will be a combination of running the above projects and at peak times (such as external audit) supporting the Finance team with BAU workload. In addition, the system accountant will become an application specialist with the ability to work across the department on continuous system development and improvement.

**The Representative Church Body or RCB**, <https://www.churchofireland.org/> is the major trustee body for the Church of Ireland. It holds a substantial portfolio of funds and properties in trust on behalf of the RCB and on behalf of parishes, dioceses and other trust funds of the Church of Ireland throughout the Republic of Ireland and Northern Ireland.

The RCB's offices are located at Church of Ireland House in Rathmines, Dublin 6. The RCB operates a number of functions which include Finance & IT, Investments, Property & Trusts, Legal, Synod & Communications, RCB Library, Education, Safeguarding & ministerial training.

The Finance & IT Department encompasses a broad range of activities which incorporates financial reporting and accounts, investment accounting, treasury management, pension administration and payroll services to the wider Church, and information technology services. The Finance & IT department also support the work of the wider church and engage with Church of Ireland Parishes and Dioceses.

##### **Reporting**

The Systems Accountant will report to the Head of Finance and work closely with the entire finance team. This is a permanent role and it is envisaged that it will extend beyond the projects mentioned above. The role is based in Church House, Rathmines with options for hybrid working after a period of probation has been completed.

##### **Key responsibilities include:**

- Supporting systems and upgrade projects
- Preparation and implementation of project plans for financial systems
- Supporting the Finance team with testing and resolution of errors

- Training where processes change or there are new appointments within the team
- Understanding the requirements of Charities SORP and how it impacts the RCB Financial Statements
- Continuing to develop the reporting already in place for Charities SORP Financial Reporting
- Undertaking responsibility for continuous improvement of processes within the Finance Departments current systems
- Supporting Business as Usual at peak times, for example, year end audit.
- Undertaking special work assignments and research
- Ad-hoc duties to support the Head of Finance and the wider entire Finance team
- Other duties consistent with the job title may be assigned from time to time

### **Candidate Profile:**

The person appointed should have the ability to work flexibly across the entire finance function and have strong knowledge of financial applications, with an interest in developing super user skills. Experience on project management on financial projects and knowledge of the Charities SORP would be an asset.

#### **Qualifications for the Post:**

- Qualified Accountant
- Minimum 5 years PQE
- Experience in Project Management of financial projects
- Experience in preparing financial accounts in a Charity SORP format
- Significant IT skills particularly in Excel and in dealing with large quantities of data
- Application experience of financial systems including an ability to identify and implement changes to the application
- Experience in working and managing projects in a hybrid working environment would be an advantage
- Ability to work to strict deadlines.
- Strong knowledge of accounting practices
- Strong attention to detail
- Strong collaboration & organisation skills
- Strong written and oral communication skills, including the ability to present finding and recommendations
- A strong interest in working in the not-for-profit sector
- The right to work in the Republic of Ireland

### **Applications**

To apply please send your CV to [recruit@rcbcoi.org](mailto:recruit@rcbcoi.org) by 8<sup>th</sup> August 2025.