

CRSS

Information for candidates for the post of:

Diocesan Accountant in the Diocese of Cork and Ross

The Employer is CRSS CLG, a registered charity whose mission is to establish maintain and co-ordinate employment services and facilities for the Diocese of Cork and Ross.

CRSS CLG is seeking to recruit a Diocesan Accountant who will work in the Diocese of Cork and Ross.

Location:

Working at Cork and Ross Diocesan Offices, Redemption Road, Cork. T23PXDO or other locations specified by CRSS CLG.

Hours:

Full-time

Duties:

See Job Description for Diocesan Financial Accountant attached.

Commencement Date: To be agreed

The Contract:

The nature of this employment contract is Full-Time Permanent. This position is fully funded by the Diocese of Cork and Ross and continuation of the employment Contract is dependent upon the continuation of these funds. The Contract is, therefore, issued on such objective grounds.

Qualifications and Experience

- A member of a recognised accountancy body such as ACA, ACCA or CIMA.
- Five years post-qualification experience with the requisite knowledge and ability for the proper discharge of the duties of the post.
- A third-level qualification in a discipline adjudged relevant to the post by CRSS CLG or work experience of a kind, level and duration adjudged equivalent by CRSS CLG.
- Experience and proficiency in accounting software systems.
- Extensive working knowledge of financial regulations including Charities SORP.
- Show evidence of self-motivation and direction with a proven track record of delivering results.
- Possess excellent interpersonal and communication skills and have the ability to work with people in an empathic manner.
- Strong organisational skills, specifically: an ability to plan and work efficiently to establish own priorities, allocate time and effort accordingly and identify and overcome possible obstacles to planned achievement.
- A clean current driving licence and use of a car.

Candidates will be selected following an interview process. Shortlisting may apply.

The successful candidate will be required to sign a Contract prior to commencement of employment. A copy of the Contract will be furnished with any offer of employment.

Duties and Responsibilities

(a) Working at Cork and Ross Diocesan Offices, Redemption Road, , Cork T23PXDO or other locations specified by CRSS CLG

(b) Hours: **The Contract is for an average of 35 hours per week**

(c) Duties: See Job Description for Diocesan Financial Accountant attached.

Flexibility: The post will also involve attendance from time to time as required at relevant meetings/conferences at local or national level outside of normal working hours . Flexibility on the part of the employee is required and will be reciprocated by way of Time in Lieu by the Company subject to the circumstances in any given instance and in consultation with the line manager.

Transport: The successful candidate will be required to have the use of a Car, a clean current Driving Licence and ensure that said vehicle has appropriate insurance cover for this employment. Travelling expenses (not recoverable from any other person or body) will be paid by the Company in accordance with current Revenue Civil Service Mileage and Subsistence Rates applicable to engine capacity in respect of journeys undertaken in the course of the employee's duties as an employee of CRSS CLG on receipt of detailed travel log certified by the Diocesan Secretary of the Diocese of Cork and Ross.

CPD:

The successful candidate will be required to engage in Continuous Professional Development.

Remuneration

Salary commensurate with qualifications and experience. Wages which are taxable are paid monthly on the 20th. of each month by electronic bank transfer into the designated bank account of the employee.

Annual Leave

Statutory entitlements.

Probationary Period

You will be employed on probation for a period of Six Months from the commencement date and CRSS CLG shall have the right to terminate this employment at any time during the said probation period on giving at least 14 days' notice to expire on any date prior to the expiration of said probationary period, or at the discretion of CRSS CLG to pay salary in lieu of such notice.

The Company reserves the right to extend the probation on an exceptional basis if it is deemed that the extension would be in the interest of the employee. In any case it will not exceed a period of 11 months.

Termination of this agreement within the probationary period shall be at the discretion of the Company and in the event of such a termination you will receive 14 days notice and not the notice period provided for in the clause entitled “Cessation” below.

Likewise, where you intend to resign from your employment during your probationary period you will be required to give the company 30 days’ notice in writing.

You will be monitored throughout the probationary period and notified of any extension to the probationary period and/or successful completion of the probation. The probation period will not be deemed to be completed until such notification has been received.

Cessation

Notwithstanding the terms herein, the employee shall be entitled to cease his/her employment at any time on giving not less than 30 (thirty) days prior notice to CRSS CLG.

Reporting to CRSS CLG and Responsible to CRSS CLG, but day-to-day accountability to the Bishop of Cork and Ross or his delegate to whom this responsibility may be delegated by CRSS CLG, for attendance and for work undertaken.

GENERAL

Candidates are required to provide the names and contact details of Three referees to testify to the professional competence and character of the candidate, one of whom must be most recent employer and one should be a character referee. The Company will contact referees only if an offer of employment is being made

Offer of Employment

It should be noted that no offer of employment is made, or should be interpreted as having been made until CRSS CLG makes a formal order of appointment and the applicant is notified of same.

Garda Vetting: In accordance with Company Policy the successful Candidate must be Garda Vetted prior to commencement of employment and any offer of employment is dependent on successful Garda vetting.

Confidentiality

The person appointed to this position may have access to information which is confidential to CRSS CLG and or to the Diocese of Cork and Ross or to Parish authorities. All records and information are strictly confidential and on no account should information be divulged or discussed except when necessary in the performance of normal duty. In addition, records must never be left in such a manner that unauthorised persons may obtain access to them and must be kept in safe custody when no longer required. When required for use all records and information must be so safeguarded that no person not authorised in writing to do so by CRSS CLG and/or by the said Diocese may have access to them and shall when no longer in use be kept in safe custody and inaccessible to all unauthorised persons.

Safeguarding and Data Protection

The successful candidate will be required to have a clear understanding and knowledge of Safeguarding/Data Protection principles and procedures.

NOTE: (1) CRSS CLG is precluded by law from employing persons not eligible for employment in the Republic of Ireland and hereby gives notice that an Application for this post from a person not so eligible will be deemed null and void

(2) The Job Description attached is a guide to the duties expected of the employee. The nature of the position requires flexibility and adaptability to change as the duties may vary from time to time. The Employer reserves the right to require the employee to undertake duties within his/her capabilities which are not necessarily recorded in the initial job description.

CRSS CLG is an equal opportunities employer.

How to Apply:

Completed Application Form (Not CV) to be returned via electronic mail to jk.crss@gmail.com

Closing date for receipt of completed Applications for this post is: 12 noon on Wednesday, 12th November, 2025.

Candidates will be selected following an interview process Shortlisting may apply

*Further Information about this post with detailed **Job Description and Application Form** are available to download on www.corkandross.org or via email from CRSS CLG : jk.crss@gmail.com*