



TABOR GROUP FINANCE OFFICER JOB DESCRIPTION

About Tabor Group

Tabor Group is a leading provider of addiction treatment services in Ireland. We provide support and care to hundreds of people each year with recovery from addiction to alcohol, drugs, and gambling.

Tabor Group employs over 50 people across its two addiction treatment centres in Cork, at Tabor Lodge, Belgooly and Tabor Fellowship at Spur Hill.

The core values that drive our work are: Respect, Compassion, Team, Excellence, and Social Justice.

Summary of Role

Tabor Group is looking for an experienced and qualified financial professional to join Tabor Group's committed team. The position would be ideal for a person wishing to put their expertise at the disposal of an organisation dedicated to supporting people with addictions, and their families, on the road to recovery. The Finance Officer will report to Tabor Group's Finance Manager.

This is a full-time post.

Responsibilities

- Accounts Receivable.
- Accounts Payable.
- Payroll Administration.

The ideal candidate

- Will have a relevant third-level qualification (Account Technician or similar).
- Have a minimum of 3-4 years experience in a similar Accounts role.
- Is proficient in Sage (accounting and payroll) and Excel (intermediary level).
- Demonstrates excellent numeracy and analytical skills.

The Job

Tabor Group is looking for an experienced and qualified financial professional to join Tabor Group's committed team.

Reporting to: the Finance Manager.

Job Type: Full-time.

Closing Date for applications: Monday 18th September, 2023 at 12 noon.

Enquiries to: accreditation@taborgroup.ie

Applications: Please send your CV and a cover letter to aobrien@taborgroup.ie

Tabor Group is an Equal Opportunities Employer.