

**JOB DESCRIPTION:** FINANCE ASSISTANT – ACCOUNT PAYABLE  
**LOCATION:** DUBLIN CITY CENTRE  
**CONTRACT:** FULL-TIME/ PERMANENT  
**RESPONSIBLE TO:** FINANCE OPERATIONS MANAGER  
**RESPONSIBLE FOR:** ACCOUNTS PREPARATION & RECONCILIATIONS  
**SALARY:** €31,955 (SP 18)

**JOB SUMMARY:**

Accounts payable involves providing financial, administrative, and clerical support to the organisation. The role is to assist in the accounts payable area. Assisting with verification, Invoice processing for accounts payable approval.

**KEY RESPONSIBILITIES:**

1. Reporting directly to the Finance Operations Manager. Working within the accounts payable team.
2. Assist in maintaining the Accounts Payable ledger –processing high volume of purchase invoices. Ensure all invoices are approved and signed off, cross referenced with the appropriate delegation of authority.
3. Accurate calculation of sub contractor's vat (RCT).
4. Ensure the Accounts Payable ledger is fully reconciled on a regular basis (to supplier statements)– matching invoices to payments, resolve differences between invoices and pre-loaded information on SAGE 200.
5. Monitor and maintain direct debit utility accounts. Liaise with Utility company's and support any queries.

6. Liaise with company credit card holders, maintain, record, and reconcile to credit card statement each month.

### **KEY REQUIREMENTS**

7. Preferably strong accounts payable experience. Good knowledge of debits / credits. Previous experience processing sub contractor's VAT (RCT) an advantage.
8. Experience working in a busy accounts' payable environment. Report daily to the Finance Operations Manager to ensure there is excellent communication and co-ordination within the Finance team.
9. Proficient in MS Office – excel.
10. Knowledge of SAGE 200 Financial System desirable.
11. Must have good interpersonal skills.
12. Competent to work in a pressurized environment.
13. Must be capable of working as part of a team.
14. Willingness to learn, ask questions & work on own initiative.

### **HEALTH & SAFETY**

15. Be aware of and act in accordance with Health & Safety Policy.
16. Conduct all activities in a manner which is safe to yourself and others.

### **GENERAL**

17. Contribute as a team member to the work of other colleagues as required in pursuance of specific objectives, developing good lines of communication.
18. Would suit individual with previous bookkeeping experience.
19. Positively promote the Company whenever possible.
20. Undertake any other occasional duties which are consistent with the responsibilities of the post as directed.

**This job description is not definitive or restrictive and will be subject to periodic review in the light of developments.**