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## **SOUTH KERRY DEVELOPMENT PARTNERSHIP CLG**

*Wishes to recruit an*

### **Accounts Assistant (Full-Time, 12 Month Fixed Term Contract)**

South Kerry Development Partnership CLG invites applications for the above position.

The Accounts Assistant will provide administrative & financial support to the Financial Administrator.

Duties will include:

- Analysis of income and expenditure on the bank accounts on a monthly basis.
- Preparing Bank reconciliations on a monthly basis.
- Issuing payments to creditors and filing invoices.
- Preparing monthly returns on the RDP IT system to the Department.
- Updating expenditure on the Workability CRM system.
- Updating the Skillnet IT Sonrai system with income & expenditure.
- Scanning and photocopying documentation relating to monthly returns.
- Updating the fixed asset register with purchases of office equipment etc.
- Assist with the preparation of a monthly VAT return.
- Operating Banking online – general transfers / setting up beneficiaries.
- General Banking Duties.
- Responding to Department queries by e-mail, phone etc.
- Assisting the Financial Administrator with on-site audits.
- Any other function assigned by the Financial Administrator.

Applicants should possess a good standard of Education, possess excellent administrative & organisation skills, have a high degree of numeracy skills and have at least 12 months experience of working in an administrative and accounts capacity in a busy office environment.

The position is full time (37.5 hours per week). The successful candidate will be employed on a fixed-term contract basis for 12 months. The position will be based at the South Kerry Development Partnership office at West Main Street, Cahersiveen, Co Kerry. The salary scale for the position is €26,671 to €31,228 per annum.

Full particulars of the position are available from South Kerry Development Partnership CLG, West Main Street, Cahersiveen, Co. Kerry.

Contact Marie Garvey, Telephone 066 9472724, [info@skdp.net](mailto:info@skdp.net)

To apply, please complete the Application Form which may be downloaded from <https://www.southkerry.ie/job-vacancy-accounts-assistant/> and sent by email to [info@skdp.net](mailto:info@skdp.net).

**Only typed applications received by email and on the official application form will be accepted – CV's will not be considered.**

**Closing Date: Not later than 5pm on Monday the 10<sup>th</sup> of March 2025**

*South Kerry Development Partnership CLG is an equal opportunities employer which welcomes applications from any individuals with the relevant skills and abilities to help make its diverse workforce more effective.*