



Rialtas na hÉireann
Government of Ireland



Arna chomhchistiú ag
an Aontas Eorpach

Co-funded by the
European Union



ACCOUNTS ASSISTANT

(Full Time – 12 Month Fixed Term Contract)

SOUTH KERRY DEVELOPMENT PARTNERSHIP CLG

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

JOB DESCRIPTION

Education, Training, Experience, etc.

- A good standard of Education.
- Have at least 12 months experience of working in an administrative and accounts capacity in a busy office environment.
- Demonstrate an ability to work to deadlines whilst maintaining an excellent level of attention to detail.
- Possess a high degree of numeracy skills.
- Excellent organisational and multi-tasking skills.
- Ability to adapt and prioritize changing workloads.
- Possess excellent communication, interpersonal & analytical skills.
- Be able to demonstrate an ability to work on their own initiative as well as part of a team.
- Knowledge of computerised accounting systems & online banking would be an advantage.

DUTIES

To provide administrative & financial support to the Financial Administrator.

FINANCIAL

- 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.
- Preparing returns 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.

GENERAL

- ❑ Responding to Department queries by e-mail, phone etc.
- ❑ Assisting the Financial Administrator with on-site audits.
- ❑ Any other function as assigned by the Financial Administrator.

Post Location

The post will be based at the SKDP Head Office, West Main Street, Cahersiveen Co. Kerry.

Employment Administration and Responsibility

The payment of salary, travel & subsistence, and other matters relating to the financial administration of the post will be the responsibility of the South Kerry Development Partnership CLG.

Particulars of Employment

The Accounts Assistant will be employed by South Kerry Development Partnership CLG on a full-time (37.5 hours per week) fixed term contract basis for a twelve-month period, with the possibility of renewal dependent on ongoing funding.

Salary: - The salary scale for the position will be €26,671 to €31,228 being 37.5 hours per week – twelve-month contract, with entry point dependent on qualifications and experience.

Traveling & Subsistence Expenses: - Any travel undertaken by the Accounts Assistant will be paid at approved Partnership rates.

Selection

- i. Selection shall be by means of competition based upon interview.
- ii. A panel will be formed on the basis of such interview.
- iii. Candidates may be short-listed on the basis of relevant qualifications and experience as set out in their application. The short-listed candidates will be invited to attend for interview. South Kerry Development Partnership CLG will not be responsible for any expenses incurred by candidates in attending for interview.
- iv. The Board of South Kerry Development Partnership CLG shall require persons to whom appointments are offered to take up such appointment within a period of not more than one month.
- v. Appointment to the role is subject to the candidate's eligibility to work in Ireland.

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.