



<b>Job Title: Accounts Assistant</b>	<b>Reports to: Senior Accountant</b>
<b>Location: Dublin South</b>	<b>Job Type: Full-Time Permanent</b>

**Job Summary:**

Reporting to the Senior Accountant, the Accounts Assistant will focus primarily on payroll with involvement in a wide range of tasks within the Accounts Department.

**Job Responsibilities:**

- Assisting with the processing of the various company payrolls and dealing with related queries in a timely manner.
- Keeping accurate records of contracts and holiday pay entitlements.
- Posting of the Weekly Payroll Journal to the Accounts System (SAGE).
- Accounts Payable ensuring suppliers are paid on a timely basis.
- Processing of International Payments ensuring suppliers / agents are paid on a timely basis.
- Assisting with the filing of VAT returns.
- Entering transactions from bank statements onto accounts system and completing bank reconciliations thereafter.
- Liaising with and working with other members of the accounts team to ensure that month end procedures and other related reporting deadlines are met and the production of monthly reconciliations to support same.
- Assisting in the production of quarterly management accounts and associated reporting to strict deadlines.
- Any other duties that fall within the employee's capabilities.
- Hours of Work: 09:00 – 17:30 Monday – Friday  
Additional hours will be required from time to time in line with the needs of the service.

**Minimum Education/ Experience Requirements:**

- Experienced in MS office (Excel - intermediate, Word, Outlook)
- 2 to 4 years work experience in an Accounts Department in a medium to large sized organization.
- Experienced in using Accounts Software, Sage desired.
- Experienced in using Payroll Software, Sage Micropay Professional desired.
- Able to work on multiple payrolls simultaneously.
- IATI (or similar) preferred.



- IPASS (or similar) preferred.
- Must be legally entitled to work full time in Ireland for any employer.

### **How to Apply**

Please email a cover letter and your CV to [opportunities@griffith.ie](mailto:opportunities@griffith.ie).

### **About Griffith College**

Established in 1974, Griffith College is Ireland's largest independent 3rd level institution with locations in Dublin, Cork and Limerick. The main campus is situated on seven acres within a mile of St. Stephen's Green on Dublin's South Circular Road. Griffith College enjoys national and a growing international reputation for student success. The College has gained an enviable, award winning reputation for providing students with first class lectures and excellent study material. Griffith College offers internationally recognised postgraduate and undergraduate degree programmes, complimented by a wide range of professional, short term and corporate training educational solutions - in Griffith college, there is something for everyone. Today there are over 7,000 students studying in the College, which is a designated educational institute of the Quality and Qualifications Ireland (QQI). Click the link for more information. <http://www.griffith.ie/>

### **Why work for Griffith College?**

- Stunning historical premises on 7 acres of land.
- Competitive salary.
- Training and Development opportunities.
- Free parking facilities.
- Subsidised on-site restaurants.

*This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline of proposed areas of activity and will be amended in the light of the changing environment within the Faculty and the College.*

*Griffith College is an equal opportunities employer. Candidates must be eligible to work full-time for any employer in Ireland. We thank everyone for their applications, however, only candidates selected for interview will be contacted.*