JOB TITLE: Accounts Assistant – Maternity Cover

REPORTING TO: Senior Accountant & Director of Finance

HOURS OF WORK: 09:00 – 17:30pm Monday – Friday

Additional hours will be required from time to in line with the needs of the service.

The role is primarily payroll focused, but also involves a wide range of accounting tasks including: -

• Assisting with the processing of the various company payrolls and dealing with related queries in a timely manner. This includes keeping accurate records of contracts and holiday pay entitlements.

• Posting of the Weekly Payroll Journal to the Accounts System.

• Assisting with the calculation & filing of P30s.

• 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.

• Processing transactions in relation to the Griffith Halls of Residence Summer Schools.

• 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.

• Such other duties that may be specified by the Senior Accountant, Director of Finance and Board of Management from time to time.

Packages Required:

MS Excel (essential)

MS Word

Sage (Advantageous)

Sage Micropay Professional (Advantageous)

Education Required:

IATI (or similar) preferable

IPASS (or similar) preferable