

Bord Bia – Accounts and Grants Officer

Title: Accounts and Grants Officer

Report to: Accounts Manager

Job Purpose: To ensure accurate posting and reporting of relevant financial information. Timely processing of fortnightly ROI and monthly overseas payrolls and taxes. Prompt validation of staff expenses. Support on Bord Bia's marketing grants programmes, and other projects as required.

Salary & Grade: Grade 6 with a starting salary of €29,363. The Scale for this Grade is €29,363 - €50,899. New Entrants to the Public Sector commence on the first point of the Scale.

Key Organisational Relationships:

Creditors Accounts Officer, Payroll Accounts Officer, Accounts Manager, Financial Controller, Finance Team, HR Dept, I.T Department, Marketing Finance Manager, Food and Beverage team Sector Managers, Marketing Services Department, Sustainability and Origin Green Team, Finance Department and Overseas Department

Key External Relationships:

Payroll Consultants (all foreign office territories), Banks, and Accounts software suppliers. Small Business Clients, Various Support Agencies, DAFM, Local Enterprise Boards and Leader Groups.

Key Accountabilities:

Assist with month-end, year-end and ad-hoc reporting as specified by accounts manager

1. Ensure timely processing of fortnightly and overseas monthly payroll.
2. Ensure all staff expenses comply with government rules and internal policy/guidelines.
3. Provision of administrative/executive support to Bord Bia sector managers on marketing grant programmes

Main Duties:

Provide assistance with ad-hoc requests of the Accounts Manager.

1. Liaise with HR to obtain payroll changes and inform 3 party payroll provider of these in order to process accordingly
2. Prepare PAYE/PRSI/Overseas and voluntary deductions returns and documentation of payments.
3. Prepare monthly journal for the posting of all overseas payrolls.
4. Ensure banking information is updated with payments of salaries and expenses.
5. Validate all staff expenses for accuracy.
6. Provide information and advice to client companies, staff and external parties on all aspects of Bord Bia's grant programmes.

7. Assist at all stages of the grants application and claims process, to ensure that eligibility requirements are being met in a timely and efficient manner.
8. Create and maintain up-to-date status reports for the grants programmes.
9. Provide input into reports and reviews on any aspect of the grants programme, as requested by Senior Management or the Board.
10. Ensure the effective and smooth completion of the marketing grants approval process and process claims for payment from client companies.

Additional Duties:

4. Perform Tasks as assigned by Accounts Manager / Finance team
- Participate in Cross departmental events/ programmes/ workshops when normal duties permit

PERSON SPECIFICATION

Qualifications:

5. Diploma or Degree level Qualification in relevant discipline e.g. Administration, Business, Finance, Accounting etc.
6. Accounting or Payroll technician qualification
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Experience:

8. 2-3 years of experience in a financial administration/payroll role, Public Sector experience would be an advantage.
9. Good overall understanding of Irish Agriculture and Food Industry. Previous budget management experience an advantage

Required Skills:

10. Strong administration skills with proven ability to organise and complete tasks in an efficient, methodical and organised manner.
11. Excellent computer skills.
12. Attention to detail and analytical skills.
13. Ability to multi-task and prioritise workload

Personal Attributes:

Motivated and energetic individual who can work on their own initiative.

A team player, with proven interpersonal and communication skills.

A confident individual who can show initiative and discretion when dealing with tasks.

Please send your CV to lisa.hickey@bordbia.ie