

Carriglea Cairde Services

CARRIGLEA, DUNGARVAN, CO. WATERFORD.

At Carriglea Cairde Services, we provide a comprehensive range of day, residential and respite services to adults with an intellectual disability.

Job Title: Accounts Payable Administrator

Department: Finance Department

Reports to: Finance Manager

Grade IV Full Time

Accounts Payable Duties:

- Entering a high volume of invoices in line with the operational processes and requirements.
- Bank current account – input of lodgements and payments; maintaining a bank reconciliation.
- Debit card payment system – input of payments and transfers.
- Service users' ledger – input of income and outgoings; maintaining a bank reconciliation statements; provision of statements to account holders via their residential houses.
- Cooperating with internal and external auditors; maintaining own records to meet audit standards.
- Tax clearance checks on suppliers.
- Public procurement compliance and supporting buyers in the Service to achieve compliance.
- Familiarity with Exchequer Accounts software; SAP accounts software; use of formulae and CSV files in Excel; Charities SORP FRS 102; HSE National Financial Regulations; Public Procurement Obligations would be an advantage
- Provide support to Finance team as necessary including completion of month end tasks, analysis and ad-hoc reporting as required
- To analyse individual vendor accounts and reconciling vendor balances.

Qualifications

- Excellent Proficiency in MS Excel.
- A finance related qualification or a commitment to achieve same on their own time.

Job Specific Competencies and Knowledge

- Detailed operational knowledge of Accounts Payable processes and requirements.
- Ability to work to financial targets within timeframes and accounting deadlines.
- Effective and courteous communication with all stakeholders.
- Strong awareness of the need for excellent confidentiality.
- The motivation to get things done with attention to detail, within the constraints of a busy department.
- To be self-motivated with a high capacity for responsibility and individual initiative while working within the team dynamic.
- Demonstrate an ability to prioritise work and handle large volumes of activity.
- Excellent organisational skills.

If you are creative, flexible and enthusiastic, come and join our dynamic team in caring for adults with intellectual disabilities. Current HSE Salary Scales will apply for all the above posts. Curriculum Vitae's along with a covering letter can be sent on e mail to Eileen Skehan, Human Resources Manager at; eileen.skehan@carrigleaservices.com by the 4th October, 2023.

Carriglea Cairde Services is an equal opportunities employer.