

Accounts Technician

Job Title:	Accounts Technician
Reports to:	Financial Controller
Job Location:	Galway Simon Community offices at 11 Mulvoy Centre, Sean Mulvoy Road, Galway (On site)
Contract Details:	Permanent, 37 hours per week
Salary Details:	Basic salary DOE
Job Purpose:	Galway Simon Community requires a highly motivated Accounts Technician who will gain experience working in a busy Finance Department.
Main duties & Responsibilities:	<ul style="list-style-type: none"> • To work with and under the supervision and direction of the Line Manager. • Supervise, deliver and provide direction to finance team to meet weekly/monthly deadlines in the finance function. • Assisting with the timely delivery of month-end management accounts • Preparation of Bank/Debtors/Creditors/General Ledger reconciliations • Preparation and posting of General ledger Journals • Preparation of VAT returns • Responsible for accounts receivable/payable function including matching of delivery dockets, coding and payment of invoices • Processing of weekly wages for employees based upon in house time and attendance system • Year-end processing and audit preparation • Preparation of management reports/cost analysis in Excel • Preparation of cheque requisitions and cheques as required to include supporting documentation from Managers/Team Leaders/employees • To undertake any other such duties commensurate with the role that may be assigned by the Line Manager. • To monitor/liaise/handle queries from accounts team and also to wider teams on finance matters • Timely and accurate filing of all returns • To be vigilant in relation to Health Safety and Welfare Risks in the workplace and bring concerns to the attention of the Line manager or Health and Safety representative. <p>This Job Description is intended to indicate the broad range of responsibilities and requirements of the position. It is neither exhaustive nor exclusive but while some variation can be expected in</p>

	particular duties, as the position evolves, the outline is considered to provide a reasonable general description of the position.
Person specification:	<p>Essential:</p> <ul style="list-style-type: none"> • Qualified member of Accounting Technician/Part-qualified accountant/Third level Degree in Accountancy, Commerce or extensive experience working in a finance department • Minimum of 2 years' experience working in a busy fast-paced finance department • Ambitious, energetic and motivated individual • Excellent knowledge of accounting procedures and reconciliations • Excellent planning, organisational and administration skills • Attentive to detail • Willingness to learn • Be trustworthy and conduct the role with integrity • Good communication, training and interpersonal skills • Proven ability to work on own initiative, determine priorities when dealing with a wide range of issues, and organise workloads in order to produce quality output within tight timeframes • Strong team player in finance and in broader organisation • Ability to adapt and be flexible • Excellent time management skills • Good financial analytical and reporting skills • Excellent computer skills (including information management/Excel), with a good knowledge of computerised accounting systems along with a high degree of computer literacy • Fluency in written and spoken English <p>Desirable:</p> <ul style="list-style-type: none"> • Previous supervision experience • Previous experience using Iplcic Accounting Software • Previous experience using Collsoft payroll software • Previous experience using Expense In software • Previous Experience using Affinity software • Previous Experience using Soldo software • Experience working with a not for profit organisation
To apply:	All applicants should submit a CV and Cover letter to jobs@galwaysimon.ie , by 5pm on closing date 7th April 2024.

If you have any questions in relation to this position please contact the HR department via email jobs@galwaysimon.ie

Galway Simon Community is an equal opportunities employer and welcomes applications from all sections of the community.