

## Accounts Administrator (Maternity Leave Cover)

(F/T) @ €26,420 per annum pro rata

**Introduction** - IDP is seeking to recruit an Accounts Administrator to cover maternity leave.

**Main purpose of job** Based out of our IDP Bunrana office; we are looking for a responsible Administrator to provide the financial administration support within our finance team in the day-to-day operation of the organisation. The main tasks include procurement, sage invoicing and recording and support for the Payroll Department.

### Responsibilities

- Liaising with Training Providers regarding procurement, invoicing, and receipts etc.
- Procurement of venues for training and events.
- Ordering office stationery and supplies.
- Maintaining internal databases and a filing system for suppliers.
- Submit invoices for payments with requisite supporting documentation and update monitoring systems.
- Post accounting entries on SAGE to trial balance stage.
- Prepare month end reconciliations.
- Support the Finance Team Lead in the preparation of Monthly Management Accounts.
- Assist in preparation for the end of year Audit.
- Liaising with External Agencies regarding funding and expenditure including attending meetings where necessary.
- HR database management incl leave records and timesheets in support of the payroll department.
- Other duties as required by IDP.

**Position Specifications:** Our ideal candidate will have a level of experience as an Administrator, ideally with a relevant accountancy/finance qualification e.g., an accounting technician or equivalent would be a distinct advantage. You should have excellent interpersonal and organisational skills, be highly motivated and committed to working as part of a team as well as on your own initiative. The position will require that you be highly organised and able to multitask with ease. You will need proven written and oral communication skills and have a problem-solving and solutions focused attitude with an eye for detail. Familiarity with office management procedures, basic accounting principles and a good understanding of financial management and double-entry bookkeeping is also important. You should be familiar with MS Office software packages including word, spreadsheets, access databases and PowerPoint presentations. Working knowledge and use of SAGE50 and SAGE Payroll is desirable.

*Inishowen Development Partnership is an equal opportunities employer and welcomes applications from all sections of society.*

*The appointment is subject to normal recruitment procedures including Garda/Police Vetting.*

