



*Fáilte Ireland (The National Tourism Development Authority) is the State organisation responsible for promoting and supporting the development of tourism as a key driver of economic growth in Ireland. It provides strategic leadership and a range of practical business solutions to foster competitive tourism enterprise, encourage innovation and support policy formulation to help position and sustain Ireland as an attractive and compelling visitor destination.*

## Accounts Payable Assistant – Finance Division

Level 7

Permanent, Full Time

Fáilte Ireland invites applications for the position of Accounts Payable Assistant.

This Role is a key position in the Accounts payable Team. The role will report to the Accounts Payable Supervisor and shall be based in the Fáilte Ireland Galway Office.

Please return your completed application form by **email only** to [recruitment@failteireland.ie](mailto:recruitment@failteireland.ie)

**Closing Date: Thursday, 20<sup>th</sup> June 2019 at 12.00 noon (Ireland Time)**

Fáilte Ireland is an equal opportunities employer.

**Interviews are anticipated to take place on the 26<sup>th</sup> and 28<sup>th</sup> of June 2019.**

<b>Job Title: Accounts Payable Assistant</b>	<b>Job Ref: FI – 037APA</b>
<b>Location: Failte Ireland, Unit 20F, Liosban Business Park, Tuam Road, Galway</b>	<b>Business Unit: Finance</b>
<b>Salary: €33,519 - €51,337*</b>	<b>Reporting to: Accounts Payable Supervisor</b>

### Job Purpose

To review invoice entries on the finance system and match invoices generated to existing Goods Received Notes (GRNs). Process weekly supplier payments and investigate queries on supplier accounts. Reconcile supplier statements on a timely basis to ensure that Fáilte Ireland suppliers are paid to term. Investigate differences between supplier statements and Failte Ireland records. Carry out an analysis of recurring differences and ascertain remedial action that is required to decrease the level of differences.

### Primary Objectives/Key Responsibilities

#### Supplier Invoices & Bank Payments

- Review batch invoices input on finance system, ensuring data entered is correct
- Review and post non purchase-order invoices
- Match invoices to goods received notes entered
- Prepare payment runs for signatory approval and transmission to bank. This includes weekly payments generated via Electronic Fund Transfer (EFT) batches including urgent same day payments, manual payments to Revenue etc.

#### Taxation

- Prepare monthly Professional Services Withdrawing Tax (PSWT) returns for review and process payments through Revenue Online Service (ROS)
- Prepare quarterly Relevant Contracts Tax (RCT) returns for review and process through ROS

#### Supplier Reconciliations

- Perform Supplier Reconciliations in accordance with procedures
- Perform root cause analysis on account discrepancies (delays, copy invoices etc.) and advise the team leader of the reasons for delays etc.
- Request supplier statements to ensure there are no outstanding balances
- Liaise with suppliers to ensure that all balances are cleared
- Request, authorise and file copy invoices, as required
- Check any legal notices or reminders regarding outstanding balances to ensure they are being resolved

#### Adjustments & Period End Accounting

- When required, prepare Debit & Credit adjustment Journals, Transaction Reversals and Supplier Account Transfers for supervisors' approval and posting
- Act as a cover to perform book close at accounting period/year end and reconcile the Purchase Ledger to the General Ledger.
- Maintain and review query list on a weekly basis and resolve outstanding balances

#### General Administration

- Ensure that the organisation's policies and procedures are adhered to and that the payables process is compliant with legal and tax regulations
- Provide leave/absence cover for other team members and carry out all other duties as required

#### Relationship Management

- Establish and maintain effective working relationships with internal colleagues
- Identify stakeholder issues and act appropriately to address these issues
- Advise colleagues of issues and/or risks to stakeholder relationships as soon as they arise so risks can be managed effectively

#### Quality Assurance

- Proactively identify, rectify and follow-up errors and causes of errors while managing data quality
- Identify opportunities for continuous process improvement

\*The successful candidate will commence on the 1<sup>st</sup> point of the salary scale in line with current Government pay policy.

### **Person Specification**

#### **Essential Experience:**

The successful candidate will be able to demonstrate and through their application show evidence of:

- 2 – 3 years' work experience in an Accounts Payable or a Finance role
- Must have a strong attention to details with an eye for accuracy
- Display a high level of numerical ability
- Excellent communication skills
- Ability to liaise with suppliers and internal departments to ensure issues are handled efficiently and effectively
- Ability to prioritise, schedule, plan and manage multiple tasks

#### **Essential Qualifications:**

A minimum of Accounting Technician / FETAC Level 5 qualification is required.

#### **Desirable:**

- They must display a high proficiency in Microsoft Office skills, particularly Excel
- Knowledge of a Financial Management System (Integra) or similar accounting package
- IT knowledge
- Knowledge of Revenue online
- Knowledge of Banking online

#### **Key Competencies:**

- Relationship Management
- Business Communication (written and oral)
- Problem Solving and Analytical Skills
- Quality Orientation

We may ask applicants to complete online psychometric assessment(s) as a means of processing to the next stage of the process.

*A panel may be created from which future vacancies may be filled.*