



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 Executive Assistant – Finance Division

Level 8A

Permanent, Full Time

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

This role is an essential part of the Finance team to ensure data is inputted in Accounts Payable accurately and efficiently. 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

Closing Date: Thursday, 20th June 2019 at 12.00 noon (Ireland Time)

Fáilte Ireland is an equal opportunities employer.

Interviews are anticipated to take place on the 26th and 28th of June 2019.

Job Title: Accounts Payable Executive Assistant	Job Ref: FI – 038APEA
Location: Failte Ireland, Unit 20F, Liosban Business Park, Tuam Road, Galway	Business Unit: Finance
Salary: €24,596 - €39,752*	Reporting to: Accounts Payable Supervisor

Job Purpose

Process Accounts Payable financial transactions on a timely basis ensuring that Fáilte Ireland suppliers are paid to terms.

Primary Objectives/Key Responsibilities

Financial Administration

Supplier Invoices

- Manage the accounts payable mailbox and distribute emails where necessary to other team members
- Check supplier invoices and credit notes to ensure the information is provided (dates, details and amounts), and where there are discrepancies contact the supplier
- Manually register and process Fáilte Ireland invoices/credit notes ensuring that only approved exceptions are processed
- Match invoices to goods received notes (GRNs) entered
- Ensure supplier invoices that are subject to Revenue withholding tax (PSWT) are processed correctly
- Review copy invoices received and check and approve prior to registration to ensure that the invoice has not previously been processed
- Issue report for non-purchase order invoices for cross checking

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 needed
- Check any legal notices or reminders regarding outstanding balances to ensure they are being resolved

Quality Assurance

- Identify opportunities for continuous process improvement

General Administration

- Ensure that the organisations policies and procedures are adhered to and that the payables process is compliant with legal and tax regulations
- Provide backup to the Supervisor and absence/leave cover for other team members
- Carry out all other duties as required and participate as a full member of the Finance Team by supporting different work projects, as required, from time to time

* The successful candidate will commence on the 1st 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:

- Minimum of 1 years' experience in an Accounts Payable or a Finance role
- High attention to detail with an eye for accuracy
- Excellent communication skills
- Ability to liaise with suppliers and internal departments to ensure issues are handled efficiently and effectively
- Ability to work as part of a team

Qualifications:

A FETAC Level 5 / Accounting Technician qualification or a similar qualification is desired.

Desirable:

- They must display proficiency in Microsoft Office skills, particularly Excel
- Knowledge of Financial Management system such as Integra or similar package
- 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.