

### **Job Description**

<b>Position:</b>	<b>Accounts Assistant</b>
<b>Location:</b>	<b>National Maritime College of Ireland, Ringaskiddy, Co. Cork</b>
<b>Job Type:</b>	<b>12-month initial contract on a full-time basis</b>
<b>Salary / Rate:</b>	<b>TBC</b>
<b>Reporting to:</b>	<b>Finance Manager</b>

### **Description of Position**

SEFtec NMCI Offshore Training Limited are currently looking to recruit an experienced Accounts Assistant to join them on a contract basis initially.

The Accounts Assistant will be responsible for bringing accounts postings up to date and assisting in maintaining timely accounts reporting. The successful candidate will have worked in a fast moving environment, with direct hands on experience in maintaining accounting records. Candidates must demonstrate the ability to deliver results in the main tasks of the role and should be capable of working independently, as well as assisting in a team environment.

### **Principal Tasks**

1. Processing of purchase orders and matching to invoices.
2. Posting of supplier invoices to accounting system and distribution to managers for approval.
3. Reconciliation of supplier statements.
4. Assist with the processing of monthly employee expenses.
5. Assisting with preparation of payment runs.
6. Dealing with supplier queries.
7. Resolution of accounts payable issues.
8. Preparation of sales invoices and monthly reconciliation of revenue to online bookings system.
9. Dealing with customer queries and chasing up outstanding debtors as required.
10. Assist with the preparation of budgets and quotations for upcoming courses.
11. Prepare reconciliations of all balance sheet accounts.
12. Assistance with the preparation of management accounts, cash flow projections and annual budgets.
13. Prepare and file all Revenue returns such as VAT, PAYE/PRSI etc.

14. Assist in other book-keeping, accounts maintenance tasks and reporting procedures as required.
15. To bring accounts postings up to date & assist in maintaining timely accounts reporting.
16. Develop processes and procedures to improve and monitor internal control in line with good practice.
17. Filing and archiving.
18. Ad hoc duties to be performed as and when required, including cover for other members of finance.
19. Attend training as required to develop relevant knowledge, techniques and skills.

### **Requirements**

- 3rd level and/or accounting technician qualification required
- Minimum of three years' experience in a similar role
- Strong Microsoft Excel and PowerPoint skills
- Attention to detail
- Good organisational and planning capabilities
- Excellent interpersonal skills
- Ability to meet deadlines and deliver reports required
- Motivated to work both alone and as part of a team
- Excellent written and verbal communication skills

### **Reporting Structure**

The successful candidate will report to the Finance Manager.