



## Accounts Assistant Job Description

**Location:** KDYS Killarney  
**Reports to:** KDYS Finance Manager

The post holder is an exceptional individual who endeavours to make a difference in the lives of young people and their families by promoting a culture of integrity and compliance within KDYS, and by operating in line with our organisational mission, vision and values: Young Person Centred, Inclusive, Respectful, Non-judgemental, Fun, Empowering and Professional.

### **Job Summary:**

To provide the Finance Manager with a high quality, efficient and flexible service and to work as an integral part of the Finance Team.

### **Key Duties & Areas of Responsibility will include:**

- To provide administrative support to Finance team
- Review and post supplier invoices in a timely manner
- Reconcile monthly supplier statements
- Reconcile Bank Statements
- Liaise with other departments and being a key point of contact with suppliers to resolve queries
- Prepare monthly supplier payment run
- Review post and pay monthly employee expenses
- Process weekly payroll and post general ledger journal entries to Intact
- Ensure that work is completed accurately, in a timely manner and within required timeframes
- Adheres to financial controls and procedures, making recommendations for improvement where applicable
- Identify training needs through your supervision and participate in training opportunities appropriate to the role.
- To prepare for and attend individual supervision on a regular basis.
- Implementing and practicing KDYS policies with special emphasis on Health and Safety policies, Safeguarding and rental policy
- Ensure ongoing compliance with organisational data protection policy and practice in all aspects of the role.
- Support the KDYS planning and reporting processes.
- To undertake other duties as may be requested. This may include involvement in the organisation's events, fundraising, research etc.

## **Special conditions /Essential Criteria**

### **Qualifications and Experience**

- Accounting Technician or similar
- Minimum 2 years experience in a similar role desirable
- Fluency in English, both written and verbal

### **Contract**

- 12 month Fixed Term Contract
- This contract is for 25 hours per week; however the demands of the job may require flexibility with regards to some overtime and occasional weekend work.
- The nature of this post requires the holder is flexible in working hours to cover the operational times of the service and the centre
- €28,210 pro rata per annum (€20,150 per annum)
- Employment with KDYS is subject to a satisfactory response from the Garda Vetting Unit being received in relation to any candidate under consideration and satisfactory reference checks being received.
- This post is subject to a probationary period.

### **Skills, competencies & attributes**

- Excellent organisational, computer literacy, and administrative skills, with a strong attention to detail
- Effective written, verbal and IT communication skills.
- Maximises the contribution of the team, encouraging ownership, providing support and working effectively with others
- Is self-motivated and shows a desire to continuously perform at a high level
- Must be flexible and prepared to work outside normal hours as required.
- Has the ability to think logically, use initiative and work with minimum supervision.
- Uses resources effectively, challenging processes to improve efficiencies.
- Commitment and adherence to KDYS's values