



enabling people with disabilities

Job Description: Accounts Payable Officer (Grade IV), Permanent

Job Element	Detail
<p>Overview of Ability West</p>	<p>Ability West provides a wide range of high quality community based services for people with an intellectual disability and autism throughout Galway City and County. Services provided are day services, residential, short break respite services, supported self-directed living programmes, outreach services, community supports, educational, rehabilitative training and multi-disciplinary supports. The ethos of service provision is underpinned by our Vision, Mission, Core Values and Strategic Plan, to empower people with disabilities to live self-directed lives in an equal and inclusive society. Each person is supported and valued within an environment which promotes their overall autonomy, health and wellbeing and enables them to reach their potential.</p>
<p>Job Title</p>	<p>Accounts Payable Officer (Grade IV)</p>
<p>Overview of Role</p>	<p>The person will have a key role in the provision of high quality financial support to all services and supporting services of the organization and related patronages/entities, including functions such as accounts payable and receivable, procurement and payroll.</p> <p>These duties will be carried out in accordance with Ability West's strategic plan, ethos, vision, policies and procedures.</p>
<p>Purpose of Role</p>	<p>The purpose of the role is to provide financial services and support to the organisation in terms of finance in line with the strategic direction of the organisation.</p>
<p>Reporting To</p>	<p>The post holder reports to the Assistant Director of Finance.</p>
<p>Key Working Relationships</p>	<p>Member of Finance Directorate Team, linking with Services / Departments as required including Special Schools</p>
<p>Department/ Location</p>	<p>The role will be based at Blackrock House</p>

<p>Organisation structure in regard to this role</p>	<pre> graph TD A[DIRECTOR OF FINANCE] --> B[ASSISTANT DIRECTOR OF FINANCE] B --> C[FINANCE STAFF OFFICER] B --> D[ACCOUNTS/PAYROLL/ACCOUNTS PAYABLE/PROCUREMENT] </pre>
<p>Authority Levels</p>	<p><u>Communication:</u> Staff/regulatory bodies/external auditors/service providers/relevant external agencies</p> <p><u>Finance:</u> Chief Executive, Senior Management Team, Director of Finance, Assistant Directors, relevant others, relevant Committees/Groups (e.g. Finance & Audit Committees).</p>

Key Duties

Provision of an efficient and effective financial support service to the organization and the four special schools under the patronage of Ability West. Assist in the day to day duties within the finance team with particular focus on the Accounts Payable function including office administration.

The role encompasses the following key accountabilities across all business entities:

- Manage the Accounts Payable inbox
- Management of Purchase Ledger
- Setting up Supplier Accounts
- Processing a high volume of supplier invoices
- Investigating and resolving any invoice discrepancies
- Collaborate with Service/Department Heads to ensure issues regarding Purchase Orders are resolved
- Collaborate with Service/Department Heads to ensure approvals are sought in a timely manner
- Preparation of Supplier Payments
- Prepare payments report on a regular basis
- Supplier reconciliations
- Dealing with auditor queries
- Corresponding with vendors in response to inquiries
- Engage in the process and management of monthly Petty Cash returns by centre prior to posting to the Exchequer accounting system
- Investigate and resolve queries arising from the Petty Cash returns and report accordingly
- Process and monitor employee monthly travel and expense claims
- Ongoing monitoring and analysis of expenditure
- Review and demonstrate where process improvements can be made within the function
- Crossover to other sections within the finance department including accounts receivable / procurement / payroll and the general accounts department
- Requirement to take on new projects/tasks and any reasonable duties requested by the finance management team

Compliance

- Financial administration and reporting for HSE, Government Departments, Schools, Revenue Commissioners, FSSU and others
- Department of Social Protection compliance
- Office of Government Procurement / Public Procurement Guidelines (PPG)
- Financial administration and reporting for HSE, Government Departments, Schools, Revenue Commissioners, FSSU and others
- HIQU / Approved Housing Bodies Regulatory Authority / Charity Regulator
- Liaising with External auditors and providers/bodies
- General office administration

Reporting

- Assist in preparation of management accounts/reports / expenditure analysis for Service Managers including Senior/Middle Management team, Department Heads and/or Board of Management
- Assist in preparation of annual accounts and liaising with external auditors on reporting requirements
- Assisting in preparation of annual budgets
- Provide ongoing financial information, advice and support to the Senior Management Team, Managers and staff

Other

- Assisting, supporting and liaising with HR, Client Service, Ancillary Services and other staff on finance related matters
- Ensuring confidentiality and professional integrity is upheld at all times
- Representing organisation in a positive and professional manner, which promotes the vision, mission and strategic priorities of the organisation.
- Support and assist in the design, implementation and maintenance of Management Information Systems (Core HR/Micropay payroll/DEFT and Exchequer accounts systems)
- Work with and liaise closely with the Director / Assistant Director of Finance / Finance Officer in relation to other ad hoc projects as required
- Provide back up and support to payroll and any other finance functions as and when required

This list of key duties is not exhaustive and is subject to change from time to time.

<p>Person Specification:</p> <p>Essential Criteria</p>	<ul style="list-style-type: none"> • Experience in the area of finance within a busy office environment. • Hold a comparable and relevant third level qualification of at least level 6 on the National Qualifications Framework maintained by QQI • Knowledge of MS, Outlook, Word, PowerPoint, Excel and IT systems (CoreHR, Micropay, Exchequer, DEFT an advantage) • Previous experience of report writing • Have the ability to prioritise workloads • Attention to detail in carrying out key tasks • Good communication skills 	
<p>Desirable Criteria</p>	<ul style="list-style-type: none"> • Finance experience working within the Public Sector or in an organisation that provide supports and services to people with an intellectual disability. • Relevant third level qualification of at least degree or level 7 or above, payroll qualification and/or a professional accounting / technical qualification or pursuing same. 	
<p>Key Competencies</p>	<ul style="list-style-type: none"> • A commitment to quality and adherence to standards of good practice and excellence. • Genuine respect and empathy for diversity and individuality. • Flexible, responsible and mature approach to work. • Excellent interpersonal, organisational and communication skills • Ability to work with others, gain co-operation and build relationships. • Reliable and a flexible approach. 	
<p>Career Development</p>	<p>All employees of Ability West will be afforded Training and Development opportunities in regard to Career Development.</p>	
<p>Post Holder Sign Off</p>		<p>Date</p>
<p>Line Manager Sign Off</p>		<p>Date</p>