

YAP IRELAND PAYROLL AND ACCOUNTS OFFICER JOB DESCRIPTION

Responsible to: Finance Manager

This post requires: a belief in the YAP model of strengths based, needs led services for children, young people and families. The Payroll and Accounts Officer is a vital member of the finance team (which also handles payroll, IT, Health and Safety and administration) and delivers an outstanding service to the organisation. This person's responsibilities include payroll, accounting and other finance team deliverables.

Salary: €40,901 per annum

1. Responsibilities and Tasks:

Areas of responsibility include:

- Running weekly payroll and PRSA for 150 + employees
- Working as part of a team to ensure that quality output / deliverables are delivered within the required timeframes
- Supporting the recruitment and training of new staff
- Carrying out and / or assisting the team to carry out all aspects of accounting functions and processes, payroll, IT, health and safety and administration
- Administering bank accounts and credit cards
- Invoicing customers of YAP Ireland as well as carrying out credit control responsibilities
- Paying suppliers, invoices and management of the purchase ledger
- Assisting in developing, implementing and continuously improving policies, processes and procedures to deliver output more efficiently and effectively
- Adhering to all YAP Ireland Policies and Procedures and Code of Conduct
- Any other duties as assigned by the Finance Manager or required by the organisation **Person Specification**

Person Spec

Desirable Education Qualifications

- IPASS certification (qualified or part qualified)
- ATI / CIMA or similar (qualified or part qualified)

Work experience

- One year experience in payroll and / or accounting and in using Microsoft Excel, payroll packages and / or accounting packages

Desirable Skills

- Good organisational and communication skills
- Ability to work on your own initiative and as part of a team
- Ability to prioritise tasks and meet targets