



Sligo Social Services



#CES-2356055



Retreat House, The Lungy, Sligo, Co. Sligo,

F91 RV0D



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



18/09/2024



30/10/2024

How to register your interest

To register your interest, take note of the scheme reference number and then:

- [Sign in](#) using your MyGovID account

(Search using the scheme reference number and submit your details)

or

Contact a case officer in your [local Intreo Office](#)



Open your camera app & point here to view this ad online



Accounts Assistant

Application Details

Eligibility to participate on CE is generally linked to those who are 21 years or over and in receipt of a qualifying social welfare payment for 1 year or more or 18 years and over for certain disadvantaged groups. Your eligibility will have to be verified by the Department.

You can register your interest by selecting the 'Register your interest' button or you can contact an Employment Personal Advisor (EPA) in your local Intreo Centre.

Job Description

Duties

This is a developmental opportunity, no experience necessary. Accredited training will be provided to support your career.

The Accounts Assistant works as part of a team responsible for carrying the organisation's financial reporting in a variety of ways including updating data records on databases and spreadsheets, supporting other members of the accounts team and providing assistance to other staff as required. It is important that the Accounts assistant adhere to Sligo Social Services financial procedures and controls.

Duties:

General office duties (Filing, Typing, Excel Spreadsheets etc)

Assist with Monthly Management Accounts – Reconciliations, Debtors & Creditors Control Accounts, Bank Control Accounts, Cash Accounts, Savings Accounts etc.

Assist with preparing financial documents for annual audit.

Using SAGE 50 Accounts; inputting income & expenditure, budgets, running reports, statements etc.

Setting up new Supplier's/Beneficiaries on SAGE.

Managing Fixed Asset Registry.

Assisting with funding and grant returns e.g., HSE, Pobal etc.

Logging donations for tax rebates.

Updating Bank Mandate forms when necessary.

Collecting and organising invoices for payment and allocation in SAGE.

Adhering to the organisations financial policies and procedures.

Adhering to policies and procedures on confidentiality and Data Protection

Must become familiar with the activities of Sligo Social Service Council CLG to enable any enquiry to be dealt with in a friendly, courteous, and efficient manner

Maintaining and updating monetary records in accordance with our financial controls

Participating in supervision and departmental meetings with supervisor on a regular basis

General Duties:

Carry out duties in a professional manner

Work in conjunction with other team members

Fully observe the principle of confidentiality

Be flexible and prioritise workload accordingly

Allocate and manage time efficiently

Adhere to all Health & Safety Regulations as per the organisations Health & Safety Statement and the Safety, Health & Welfare at Work Act, 2005

Participate in agreed programmes of training

Participate in research, analysis and other projects designed to improve working practices, efficiency, and effectiveness

Become familiar with and work within the organisations policies and procedures

Carry out any other duties allocated by the line Manager

- **Sector:** administrative and support service activities