



#### YOUTH ADVOCATE PROGRAMMES



IRELAND COMPANY LIMITED BY

GUARANTEE



#JOB-2402714



YAP IRELAND, Park House, 191/193A N

Circular , Dublin 7, D07 EWW4



No of positions : 1



Paid Position



35 hours per week



40901.00 Euro Annually



15/07/2025



31/07/2025

### How to apply

#### Application Method :

Please apply to the vacancy by the following means:

URL :

<https://yapireland.ie/work-with-yap-ireland/careers-with-yap-ireland/full-time-management-careers/>



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



## Payroll & Accounts Officer

### Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

### Job Description

Youth Advocate Programmes Ireland are looking for a Payroll & Accounts Officer to fill a permanent position in Dublin.

Job Ref -FINAC0725

To Apply go to <https://yapireland.ie/work-with-yap-ireland/careers-with-yap-ireland/full-time-management-careers/>

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.

Desirable Qualifications: IPASS / ATI / CIMA or similar (qualified or part qualified)

#### Responsibilities and Tasks

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

Desirable 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

Closing date for receipt of application forms is: 31st July at 11PM.

Interviews will take place on the 12th of August in our office in Dublin. Please let us know if you are unable to make it on this day. Only completed applications will be accepted, CV's will NOT be accepted.

If you encounter any difficulty, please email [info@yapireland.ie](mailto:info@yapireland.ie)

- This vacancy is suitable for Remote/Blended working

- **Sector:** human health and social work activities

### **Career Level**

- Entry Level