

## Fixed term contract (minimum 6 months)

**Job Title:** Administrator  
**Grade:** Level C  
**Department:** Finance Department  
**Division:** Business Operations  
**Reporting To:** Finance Team Leader  
**Location:** **East Point, Dublin**  
**Ref:** **EI.143.24E**  
**Closing Date:** **4<sup>th</sup> November 2024**

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**Applicants must have the legal right to live and work and be available to work in the location.**

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### **Role Purpose:**

The person appointed to this role will work as part of the Finance Team to deliver key administrative support in ensuring the efficient operation of the day-to-day activities within the Accounts Payable section of the Finance Department. The successful candidate will play a key role within Accounts Payable section and the wider Finance Team to deliver a range of functions as outlined below within requisite timeframes.

### **Key Deliverables:**

#### **Supplier Payments**

- Run Tax Clearance Certificates.
- Run payment register for euro and non-euro suppliers, ensuring that all invoices have been entered correctly, the payment figures and the bank account information are correct.
- Prepare the EFT (and potentially cheque) and Banking Online payment runs.
- Prepare Banking Online payment runs for the Credit Review Office.

#### **Supplier Bank account**

- Ensuring supplier bank detail are in order, confirming the last 4 digits in line with anti-fraud procedure.

#### **Invoice Validation**

- Check invoices for self-accounting VAT.
- Check addresses on invoices and make changes as necessary.
- Analyse invoices to check they comply to late payments regulations.

#### **Professional Services Withholding Tax (PSWT) Compliance**

- Check invoices for professional services which will be subject to PSWT (ensure all details required for ePSWT are noted on supplier account).
- Run ePSWT extract from Oracle and upload the payment notifications to ROS for each payment run.
- Download and send non-Resident payment notifications.

**Tax Clearance Compliance**

- Administration of Tax Clearance certificates and eTCAN.
- Ensure a current Tax Clearance certificate/eTCAN has been received from all suppliers.
- Send out communication when Tax Clearance certificate/eTCAN is out of date, ensuring the address is correct.
- Update the Oracle system when new Tax Clearance Certificate/eTCAN received.
- Run monthly report to ROS requesting updated TCAN status.
- File all certificates/eTCANs and monthly eTCANs reports in correct folders.
- Mail Merge reminder letters to be sent at least twice a year.

**Supplier Account Reconciliation**

- Phone/e-mail for copy invoices as required (requesting to be submitted with PO).
- Phone/e-mail clients to help reconcile accounts.
- File all supplier statements.
- Communicate all holds on invoices to suppliers by email.
- Reconciling supplier statements in particular the Travel provider and manage the account.
- Preparation of journals.

**Month End Reports**

- Run a list of all supplier balances outstanding at month end (AP TB)
- Analyse report, noting all hold reasons.
- Run zero payments to clear offsetting balances.

**General Administration Services and Supports**

- Provide cover when other team members are on leave or during very busy times.
- Give accurate information when required from other team members.
- Answer the phone queries in a polite and timely manner.
- Deal with all E-mail queries.
- Resolve all customers queries as soon as possible.
- Assisting with invoice entry and query resolution as required.

**Functional Competencies (Key Skills & Knowledge)**

- Demonstrated experience of using MS Office 365 applications, particularly Microsoft Excel, Word and Outlook is essential.
- Strong numeracy aptitude, skills and experience, coupled with strong attention to detail is essential.
- Demonstrated skills and experience in managing and prioritising tasks to meet challenging deadlines is essential.
- Demonstrated Problem Solving skills and experience is essential.
- Experience of invoices administration and reconciliation, coupled with experience of handling and resolving accounting reconciliation queries.
- Knowledge and experience of using large financial accounting applications or systems e.g. Oracle Financials.
- A third level qualification in, or currently studying for, a Finance or business-related discipline is desirable.
- Good oral and written communications skills and ability to engage effectively with internal and external stakeholders.
- Good interpersonal skills and willingness to work as part of a team taking on other tasks as may be assigned from time to time.

## **Enterprise Ireland Behavioural Competencies**

### **Results Focused**

The ability to be outcome and results focused with regard to business priorities and organisational goals, monitoring progress and adjusting approach ensuring delivery against the appropriate timescales.

### **Innovation and Risk-Taking**

Actively encourages new ideas, experimentation and measured risk-taking, while always being on the look out for opportunities to continuously improve business processes and efficiencies within Enterprise Ireland and client organisations.

### **Problem Solving and Decision-Making**

The ability to be decisive and take tough decisions about clients, people and costs to deliver sustainable results, using the analysis of information and situations to make logical and sound decisions.

### **Client Focused**

The ability to provide an excellent client service focusing on client needs and building and maintaining effective personal and business relationships to advance clients' objectives and EI strategy.

### **Communicating with Impact to Influence Others**

Communicates in a manner that will persuade, convince and influence their own staff and others, both internally and externally, in order to motivate, inspire or encourage them to follow a particular course of action.

### **Teamworking**

Co-operates with colleagues, shares information and respects the opinions and values of staff members. Understands the skills, experience and knowledge of staff members and maximises how these can be utilised to the benefit of the department, the organisation and the client.

### **Embracing & Leading Change**

Understands the business agenda of Enterprise Ireland and embraces changes for area of responsibility and for external and internal clients.

### **Networking**

Establishes and maintains mutually beneficial relationships with colleagues and other networks for the purpose of sharing information.

### **Acting / Leading with Integrity**

Communicates the EI purpose, values and approach, acting genuinely and with integrity, in a manner that builds trust and engages and motivates others.

### **Developing Yourself & Others**

Creates an environment that enables you and others to excel in terms of job performance.

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### **Salary Scale:**

#### **€30,233 to €56,319 per annum contributory superannuation**

Rising to €58,155 by long service increments.

#### **€28,953 to €53,646 per annum non-contributory superannuation**

Rising to €55,375 by long service increments.

Candidates should note that entry will be at the minimum of the relevant scale and the rate of remuneration may be adjusted from time to time in line with Government pay policy. Subject to satisfactory performance, increments may be payable in line with current Government Policy.

\*\* Point of entry on this salary scale may differ from the minimum point of the scale if the successful candidate is a current public or civil servant. \*\*

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### **Application and Selection Process:**

The selection process may include short-listing of candidates. The selection criteria will be based on the requirements of the position. It is therefore important that you provide a detailed and accurate account of where you believe your skills and experience meet the requirements for the position. This should be contained in the supporting document provided (maximum 2 pages) accompanying your CV.

Applicants should note that, for shortlisting purposes in particular, clear evidence of the functional competency requirements listed as essential in this specification must be demonstrated as part of your supporting document accompanying your CV.

To apply for the position, send a detailed CV and supporting document quoting **EI.143.24E** reference number to [Maisie.doyle@osborne.ie](mailto:Maisie.doyle@osborne.ie) to be received no later than **Monday 4<sup>th</sup> November 2024**.

For queries in relation to this role or the application process applicants should contact [Maisie.doyle@osborne.ie](mailto:Maisie.doyle@osborne.ie).

**ISSUED BY THE HR DEPARTMENT, ENTERPRISE IRELAND ON 15<sup>TH</sup> OCTOBER 2024**

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