



FINANCE DEPARTMENT

Job Title:	Accounts Payable Administrator
Reporting to:	Finance and Office Manager
Location:	Home-Based & Dublin Rehoming Centre

Job Purpose

To ensure all purchase ledger invoices, including domestic, foreign and expenses, are entered on to the Unit 4 system in an accurate and timely manner. To assist in processing and paying invoices efficiently and in line with credit payments terms. Provide accounts and administrative support to the Finance and Office Team.

Overview of the Department/Team

Dogs Trust is Ireland's largest dog welfare charity. Our mission is to work towards the day when all dogs can enjoy a happy life free from the threat of unnecessary destruction. To achieve our mission, we rescue, care for, rehabilitate and rehome dogs in need of our help all over Ireland. The health and happiness of every dog is at the heart of Dogs Trust and all our work. We are reliant on the generosity of the public to fund our life-saving work.

The Finance team is responsible for the financial probity of Dogs Trust Ireland, and to support the charity to achieve its strategic aims through the successful delivery of accurate and timely financial and management accounting, treasury accounting, internal audit, and managing the charity's exposure to related risk. Current turnover is more than €8 million and is still growing, with staffing levels of approximately 95.

This is a maternity cover role, and the post holder is contracted to work 40 hours a week, Monday to Friday.

Key areas of accountability

Enter supplier invoice details onto the system on a timely and accurate basis, routing these to the correct budget holder for their approval.

Be the first point of contact for external supplier queries and internal budget holder queries regarding invoices and payments.

Ensure compliance checks are completed for all new vendors/change of bank details etc.

Manage the Accounts Payable inbox and dealing with other supplier/vendor enquiries through phone etc.

Assist in the preparation of the regular supplier payment runs.

Ownership of creditors ledger within Ireland and reconciliation of supplier statements.

Assist with the external audit/VAT returns/46B returns.

Provide accounts and administrative support to the Finance and Office Team.

Undertake other tasks as required by the manager.

Person Specification

Essential skills, qualifications, experience, and attributes

- Previous experience within an Accounts Payable role, processing financial information within a busy office.
- The ability to work accurately and thoroughly, paying attention to detail and working to set deadlines.
- Committed to customer care and ensuring supplier queries are dealt with professionally & efficiently.
- Strong numerical skills and proficiency.
- Excellent verbal and written communication skills.
- Positive attitude, pro-active, and committed and willing team player.
- Analytical thinker, ability to work proactively and a problem solver.
- Trustworthy and discreet when dealing with confidential information.
- Excellent administrative and interpersonal skills with the ability to manage, prioritise their workload and time-management skills.
- Sympathetic to the aims and objectives of Dogs Trust and Dogs Trust supporters.
- Working knowledge of Microsoft Office and accounts packages.

Desirable skills, qualifications, experience, and attributes

- A full, clean Irish driving license is desirable.

