



Dublin Business School (DBS) is the leading independent third level institution in Ireland and provides a wide range of undergraduate, graduate, executive and professional programmes.

An opportunity has arisen for an **Accounts Payable Assistant** to be an integral part of the Finance team.

**Primary objective:**

To provide effective assistance to all aspects of the efficient daily running of the Finance Department

**Role and Responsibilities:**

Reporting to the Financial Controller, the role will include the following duties:

- Reviewing and processing invoices and purchase requisitions on Navision and ensuring they are coded to the correct nominal code, VAT code and department and cost centre
- Reviewing creditors aged listing
- Management of all payments
- Weekly creditor payments
- Responding to supplier enquires in a professional, efficient and timely manner
- Staff expense processing
- Preparation of bi-monthly VAT reconciliations and submission of the corresponding returns to the Revenue Commissioners
- Reconciliation of creditor accounts and investigating discrepancies between the supplier statement and the ledger
- Completion of monthly bank reconciliation and ensuring corrective action is taken on any outstanding items
- Management and reconciliation of Petty cash.
- Managing PO System
- Other Ad Hoc projects and cover within the team

**Personnel Specification**

The successful candidate will meet the following essential requirements:

- Minimum 2 years' experience in an Accounts Payable environment
- Good understanding of procedures within Accounts environment
- Strong team player

In addition, satisfaction of the following would be desirable:

- Strong interpersonal and communication skills
- Experience in Finance Packages – and MS Excel, MS Word
- Experience of Navision though not essential would be a distinct advantage.

All appointments are subject to passing Garda Vetting.

To apply please send your CV and cover letter to [recruitment@dbs.ie](mailto:recruitment@dbs.ie).

Closing date for receipt of applications will be **30<sup>th</sup> April 2017**.

**Benefits at DBS:**

- 24 days of annual leave entitlement
- Personal Retirement Saving Accounts (PRSA)
- Life Assurance & Disability
- VHI Group Scheme
- Free places on all internal courses (including online DBX courses) also discounts for family members
- Tax Saver Travel Tickets
- Cycle to Work
- Sports and Social Club
- 2 Volunteering Days
- Employee Assistance Programme

*This job description is a guide to the work the post holder will initially be required to undertake. It may be amended from time to time to meet changing circumstances by mutual agreement. It is expected that the job description will be reviewed regularly by the post-holder and their manager.*