



Role Specification

Title:	ACCOUNTING TECHNICIAN APPRENTICESHIP
Grade:	11
Unit:	FINANCE
Reporting to:	PROJECT ASSISTANT, FINANCE

About SOLAS

SOLAS is the state agency responsible for Further Education and Training (FET) in Ireland. We drive the responsiveness, innovation, transformation, sustainability and success of the FET and apprenticeship systems. We do this by setting strategy, channelling investment, leading implementation, and ensuring accountability across FET providers, with an overriding focus on the needs of their learners and apprentices.

About the Apprenticeship

Apprentices are mentored through a two year work-based learning and training programme. Graduates will attain a QQI Level 6 Advanced Certificate in Accounting as well as becoming members of Accounting Technicians MIATI.

This full-time programme structure requires the apprentice to attend college one day per week (off-the-job training), and work with us in SOLAS, (on-the-job training) on the other four days during term time. Outside of term time, the apprentice will work on a full-time basis. The successful applicant will provide clerical support for the Finance Section across Accounts Payable, Accounts Receivable, General Ledger, Staff Payments and Management Accounts functions.

The start date for apprentices recruited to join the programme will be January 2026. Requests for deferrals cannot be accommodated, and successful candidates must be available from January 2026 to take up their placement on the apprenticeship. Please note, successful applicants cannot be referred to as an Accounting Technician Apprentice until they are approved by SOLAS.

NOTE: For the January 2026 intake, tuition is delivered online only by the ATI Academy and Cork College of Further Education

Key Tasks/Responsibilities:

- Checking invoices and payment requests, requesting approvals via internal email
- Inputting invoices and payment requests onto the SAP system
- Follow up parked invoices
- Monthly vendor reconciliations
- Answering queries from Business Partners and Staff
- Arranging invoices for payment run
- Scanning any postal invoices onto the shared drive for input
- Inputting some payments onto our banking platforms
- Inputting Debtors invoices and Credit Notes
- Assist with gathering information and supporting documentation in response to audit queries
- Timely, accurate and compliant production of SOLAS payrolls and expense payments
- Completion of payroll and expense control reconciliations on SAP
- Assist with the budgeting, estimates and forecast outturn tasks
- Assist with the production of the monthly management accounts.
- Operating the helpdesk for the SAP system by answering queries or referring issues to other team members for resolution.
- Maintaining master data including the central vendor and customer files on the SAP System and other maintenance issues.
- Maintenance of vendor's tax clearance status on SAP system
- Scanning and filing all financial documentation
- Any other duties as directed that may arise from time to time.

Requirements***Essential:***

- Minimum of 1 year office administration/finance experience in an office environment.
- Good communication skills – verbal and written.
- Ability to work as part of a team to achieve a common goal, as well as an ability to be self-motivated while working alone.
- Evidence of ability to handle queries
- Well-developed keyboard skills
- Leaving Certificate Minimum*in line with Accounting Technicians Ireland (ATI) requirements
- Evidence of self-development
- Well motivated to make a positive contribution to the provision of SOLAS services
- Evidence of ability to organise, plan, schedule & follow up.
- Ability to work under pressure and with minimum supervision
- Competency in the use of Word and Excel; have an aptitude for computer systems.

Desirable:

- Ability to listen and assess situations and prioritise work.
- Aspiration to further develop Accounting and/or Computer Applications Skills.
- Experience in the use of financial IT systems and proficiency in Microsoft Office applications and Sharepoint.