



## Role Specification

<b>Title:</b>	Financial Accountant
<b>Grade:</b>	8
<b>Unit:</b>	General Ledger, Finance
<b>Reporting to:</b>	Finance Manager, SAP Support/General Ledger/Procurement
<b>Location:</b>	Castleforbes House, Castleforbes Road, Dublin 1
<b>Reference:</b>	308

### **Role Summary**

Responsible for the maintenance of the SOLAS General Ledger for internal and external reporting purposes and providing General Ledger support to the Education & Training Boards (ETBs) using SAP.

### **Key Tasks/Responsibilities**

- Preparation of Annual Financial Statements for SOLAS in line with relevant legislation and government circulars.
- Liaising with the Communications unit in relation to the publishing of SOLAS audited financial statements in the Annual Report.
- Liaising with internal and external auditors on relevant queries and preparing relevant files.
- Preparing year-end audit packs for SOLAS Business units.
- Maintaining SOLAS Chart of Accounts and Reporting Structures.
- Completing month-end and year-end cycles for SOLAS and ETBs.
- Reviewing and SOLAS monthly and yearly accounts and reports for reasonableness and instigating adjustments where necessary and the issuing of these reports.
- Preparing and verifying ad hoc reports for stakeholders.
- Liaising with Human Resources and Pension units on relevant issues.
- Providing General Ledger support for ETBs using SAP.
- Supervising staff assigned to the unit.
- Other duties as may be specified by Manager of the unit from time to time.

## **Requirements**

### ***Essential:***

- Good communication, analytical and presentation skills – verbal and written.
- Competency in the use of Word and Excel.
- Ability to present financial and statistical data in a meaningful manner.
- Evidence of a high degree of initiative in previous positions.
- Self-starter capable of working on own initiative.
- At least 3 years accounting experience using ERP accounting system(s).
- Ability to work to strict deadlines with particular attention to detail.
- Ability to supervise staff.
- 3<sup>rd</sup> level Business Degree or significant progress in an Accounting Qualification.

### ***Desirable:***

- Evidence of good potential for growth.
- Contributed in a significant way to ongoing development of accounting systems and internal control.
- Evidence of quality presentation and report writing.
- Qualified Accountant from one of the major accounting bodies in Ireland.
- Evidence of CPD (Continuing Professional Development).
- Advanced competency in the use of Word and Excel and previous experience using SAP.
- Working knowledge of Irish.