



Job Specification

Executive Officer in Finance

Job Purpose:

The Executive Officer will be responsible for administering a range of Finance activities including accounts payable, processing income, payroll and procurement. The post holder will work closely with the Finance Manager and Clerical Officer to maintain standards of the unit and to ensure consistent support for other units.

Key Activities:

- Manage payment processes to ensure accuracy and that all payments are processed in line with Prompt Payment rules
- Maintaining CORU's online banking system, uploading new payees to the system and entering payments for approval
- Raising purchase order numbers as required
- Preparing batch payments as required
- Acting as a second check on all invoices, travel and subsistence claims and financial reports processed by the Finance Clerical Officer to ensure accuracy
- Calculating monthly income totals and running reports on SAGE 200
- Performing monthly income reconciliations and preparing VAT returns on ROS
- Processing payroll and all payroll related activities such as processing increments, deductions such as TaxSaver and bike to work, processing PAYE and PRSI payments to Revenue through ROS and uploading payroll file to the bank for senior manager approval
- Ensuring that all payroll related payments are processed such as credit union payments and payments to DPER and the Department of Health.
- Preparing reports on behalf of the Finance team as necessary
- Invoicing outside parties as necessary
- Assisting with all Finance related queries from staff and external stakeholders
- Liaising with external stakeholders such as the OGP, OPW, Revenue and Banks
- Assisting with procurement and monitoring contract life cycles as necessary
- Oversee the work of the Finance Clerical Officer and interns
- Provide assistance with events or elections including preparation of correspondence, notifications, publications and promotional materials and delivery of presentations when required
- Ensuring Finance administration and filing is completed in a timely fashion and maintained accurately and that all necessary back-up documentation is well maintained
- Proactively identify new methods and establish / update procedures to make daily operations more efficient
- Preparing periodical capital drawdown requests for the Department of Health
- Obtain quotations, analyse and prepare business cases as requested



- Contribute to Parliamentary Question responses and prepare Finance for the CEO update meetings
- Assisting the Finance Manager with monthly and annual financial reports
- Monitoring the finance mail inbox and ensuring that all queries are processed in a timely manner
- Performing ad hoc duties of a financial nature
- Participate fully in any cross functional initiatives from time to time
- Any other tasks as may be assigned by the Head of Department or CEO from time to time

Desirable Qualifications and Experience

- A qualification in finance would be an advantage

Essential Qualification and Experience

- At least two years relevant experience working in finance / accounting
- Educated to leaving certificate or equivalent with a third level qualification
- Previous experience with financial software such as SAGE
- Experience processing payroll

Essential skills/characteristics:

- Highly organised with excellent attention to detail
- Ability to work with confidentiality and discretion to a high degree is expected
- Excellent interpersonal and communication skills with a customer focused attitude
- Ability to work towards tight deadlines
- Ability to effectively manage and prioritise workloads
- Adaptability and flexibility are important
- A thorough knowledge and understanding of office processes and equipment is important and PC proficiency is vital

Please note: This job description is intended as a basic guide to the scope and responsibilities of the position; it is subject to regular review and amendment as necessary.