

Dublin City University Business School

Accounts Assistant III (Permanent Half Time)

The tasks included in this position include:

1. Setting up control systems to record all departmental expenses
2. Preparation of supplier invoices for input
3. Registering of supplier invoices
4. Issuing Purchase Order numbers, tracking and matching supplier invoices to receipted purchase orders
5. Management of invoice queries
6. Liaison with Finance department and suppliers with regard to invoice queries
7. Maintaining supplier computer records
8. Maintaining supplier files, cheque requisition and Purchase Order files
9. Assist and/or prepare monthly departmental reports
10. Good keyboard skills and familiarity with computerised accounting systems
11. Any other duties which may be assigned from time to time by the Dean of DCUBS or his/her nominee.

Candidates should be IATI qualified and have a minimum of five years relevant experience in a busy Finance/ Accounts Office. The successful candidate will have familiarity with computerised accounting systems and be proficient in the use of desktop office products such as Excel and Word. The post holder will report to the Dean of DCUBS or his / her nominee.

The post is a permanent half time position.

Salary Scale: €30,317 - €39,147 Pro-Rata

Closing Date: Tuesday 28th November 2006