

Role Specification

Title:	JUNIOR ACCOUNTANT
Grade:	10
Unit:	GENERAL LEDGER, FINANCE
Reporting to:	FINANCIAL ACCOUNTANT, GENERAL LEDGER, FINANCE
Role Summary:	Maintenance of the SOLAS General Ledger for reporting purposes and providing General Ledger support to ETBs using the SAP financial system.

Key Tasks/Responsibilities:

- Maintenance of the reporting structures for SOLAS and ETBs in the financial system SAP
- Review new programmes; course codes; cost centres and accounts' requests and set-up of same
- Provision of ETB new course data to ESBS (Education Shared Business Service) monthly
- Management and posting of all interface files to the SOLAS and ETB ledgers
- Liaison with technical staff to resolve issues with regard to interface files
- Provision of SAP General Ledger system support to SOLAS and ETB staff
- Reviewing SOLAS monthly financial reports
- Preparation and processing of journal adjustments for SOLAS
- Distribution of monthly financial reports to SOLAS Management and answering queries
- Assisting the Financial Accountant with year-end accounts' tasks
- Other duties within Finance as a whole, as may be specified by the Financial Accountant and Manager of the unit from time to time.

Requirements:

Essential:

- Progress in an Accounting or IT Qualification.
- At least 2 years' experience in an accounting environment
- Competency in the use of Excel
- Good interpersonal skills and ability to communicate with staff within SOLAS and the ETBs
- Good written and verbal expression
- Ability to plan and control tasks assigned and work to deadlines and targets
- Display initiative in previous positions
- Show flexibility in responding to operational issues
- Identify areas for improvement in processes
- Ability to work as part of a team as well as being self-motivated while working alone

Desirable:

- Ability to understand technical information concerning Accounting Systems
- Familiar with Accounting and Reporting Structures
- Previous experience using or supporting SAP Financials
- Significant progress in an Accounting or IT Qualification.

Additional Information:

This is a permanent position for which the salary scale ranges from **€27,466 to €51,761** per annum (inclusive of two long service increments) for a 37 hour week. Starting pay will be at the minimum point of the scale as per Government Circular E100/8/82. Exceptional circumstances may apply for candidates with current service in the Civil/Public service.

SOLAS offers an excellent benefit package including a contributory pension scheme and the opportunity for further training and development.

Applications, using the SOLAS Application Form, quoting the above reference number **326**, should be e-mailed to recruitment@solas.ie.

SOLAS is an equal opportunities employer. Canvassing will disqualify.