

## POST SPECIFICATION

<b>Post Title</b>	<b>Accounts Payable Administrator</b>
<b>Post Status</b>	12 Month FTC
<b>Department/Function</b>	Finance
<b>Closing Date</b>	23 July 2021
<b>Reference Number</b>	RCPI-31-21

### Post Summary

RCPI is seeking to appoint an Accounts Payable Administrator within the Finance Department.

The position will appeal to a self-starting and energetic individual with strong attention to detail and who enjoys fresh challenges in an organisation undergoing growth and diversification.

### Reporting Relationship

Reporting to the Finance Manager, this role involves working closely with the finance team at all levels of the organisation to provide an efficient and effective accounts function.

### Standard Duties of the Post

Duties will involve, but are not limited to:

- Perform the day to day processing of accounts payable efficiently and accurately in accordance with company policy
- Prepare weekly payment runs
- Perform reconciliations of intra and inter departmental records
- Ensure the continuous and accurate maintenance of financial records and internal controls.
- Carry out reconciliations of supplier accounts
- Carry out reconciliation of bank and intercompany accounts and ensure their accurate and timely completion.
- Liaise closely with internal and external stakeholders to continually seek out ways to improve satisfaction, communication & query resolution.
- Contribute to the development of the Finance function and deliver appropriate financial solutions to support RCPI activities.
- Develop an understanding of key internal finance processes and procedures and internal financial control with a view to identifying, recommending, and implementing improvements in efficiency and effectiveness.
- Perform other related duties as required.

### Person Specification

- 2-3 years' experience in a comparable role with a strong knowledge of accounting procedures.
- Ability to work in a fast-paced, high volume environment whilst adapting to change.

- Strong IT capability and the ability to work efficiently with multiple systems of information.
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- Proven organisational capability and high levels of personal effectiveness. The person is expected to handle a varied and diverse workload to meet deadlines while ensuring accuracy, timeliness and high degree of attention to detail;
- Strong communication and interpersonal skills combined with sound judgment are required to facilitate work with a wide range of individuals and groups. Demonstrated capability and sensitivity to manage key business relationships as the role involves a high degree of interaction and collaboration with key stakeholders.
- Strong intellectual, analytical, and thinking skills including analysis, problem solving, capability to identify opportunities, generate new ideas, breadth of view and medium to long-term thinking.
- Self-starter with high motivation and the ability to work independently in a focused manner to achieve goals within agreed timeframes.

**Application Requirement:**

Candidates should submit a cover letter and CV to [jobs@rcpi.ie](mailto:jobs@rcpi.ie), specifically addressing in their cover letter how their experience fits with the requirements of the role.

Please answer the following two questions with your application:

1. What are your current salary expectations?
2. What is your current notice period?