

JOB DESCRIPTION

ACCOUNTS ADMINISTRATOR MAYO EDUCATION CENTRE

Purchase Ledger

- Ensure all product invoices have a purchase order attached, checked for prices, proof of delivery, are signed off for payment by the correct people
- Ensure all other invoices are checked for prices, signed off for payment by the correct people
- Enter supplier invoices into TAS Books once coded (choosing from approx 1000 nominal codes)
- Pay supplier invoices by EMTS or Cheque, obtaining 2 signatures on all payments (includes arranging signatories)
- Issuing remittances advices either by email or post
- File according to project/centre

Participant Travel

- Complete header sheet paying particular attention to nominal coding
- Once entered double check totals against the relevant nominal code
- Follow procedures manual for paying participant travel

Sales Ledger

External Invoicing

- Each invoice is checked and the invoice number is written into the diary.

Internal Invoicing

- Internal invoicing for Local Courses, ICT courses, special programmes etc are generated at the end of each quarter, along with other dept charge backs
- Over 500 product codes are used to generate these invoices

Sales Ledger Accounts

- Each sales ledger account is checked every quarter to ascertain if invoices are been paid, if not statements of account are send to debtors requesting payment and sometimes phone calls are necessary

Product Codes

- Internal product codes are set up using a charge back coding to the centre's main a/c
- These product codes contain 3 nominal codes
- The pricing of the product code is entered in 3 particular areas which is very important to the correct allocation of revenue
- External product codes are set up using one nominal code

Nominal Codes

- Maintaining approx 1000 nominal codes

Nominal Scripts

- Maintaining nominal scripts

Staff Payroll

- Ordering tax deduction cards and downloading from Revenue-on-line
- Issuing P45's etc
- Revenue-on-line quarterly P30 tax returns

- Year end P60's, P35 and Income Levy reports
- Employee credit union deductions
- Employee social club deductions
- Employee impact deductions

Human Resources

- Employee Contracts
- Employee Increments
- Employee annual leave/sick leave and time in lieu calculations
- Maintaining personnel records

Lecturer Payments

- Checking lecturer claim forms
- Ordering tax deduction cards and downloading from Revenue-on-line
- Entering lecturer fee into Sage Quickpay
- Completion of tax letter notifying lecturer of payments and deductions
- Enter lecturer claims into TAS
- Pay Lecturer Fees and T&S by EMTS
- Issuing P45's etc
- Revenue-on-line quarterly P30 tax returns
- Year end P60's, P35 and Income Levy reports

Active School Flag

- Maintain income and expenditure on TAS accounts
- ASF lecturer payments and PAYE/PRSI deductions
- ASF supplier payments by EMTS and Cheques
- Quarterly D.O.E reports
- Funding drawdown requests

TPN Administration

- PEAI accounts
- PPMTA accounts

Centre Projects

- Quarterly Income and Expenditure analysis for over 20 different projects

Banking

- Reconciling cashbook and making up a bank lodgement
- Entering all receipts onto TAS
- Lodging money in A.I.B
- Monthly bank reconciliations on the following bank accounts;
 - MEC
 - ASF
 - Fixed Term Deposit a/c
 - TPN
 - Credit Card
 - PAYPAL
 - Petty Cash
- Ordering laser chqs for MEC
- Ordering chq books for ASF

- Maintaining IBB

Petty Cash

- Maintaining petty cash box using the imprest system
- Entering petty cash into TAS at the end of each month
- Reconciling petty cash when more cash is required

Tax Clearance Certs

- Ensure that Tax Clearance Certs are obtained for all suppliers with expenditure over €600 per annum.
- Follow Tax Clearance Certs procedures to send out quarterly letters requesting certs.

D.O.E Reports

- Quarterly funding drawdown requests
- Quarterly financial reports
- Monthly savings letters

Budgets

- Yearly MEC budget calculation
- Yearly ASF budget calculation

Other Office Duties

- Filing, posting, archiving, answering all accounting queries

Management Accounting Functions

- Management Accounts
 - Quarterly management accounts
 - Management accounting summary
 - Balance Sheet
 - Quarterly Banking Reports

Financial Accounting Functions

- Financial Statements
 - Year end financial statements
 - Year end audit files for MEC, ASF and JCPE
 - Liaising with auditors