



## **Vacancy - Accounts & Payroll Assistant** *(Fixed-Term & Part-time)*

Saint Patrick's Cathedral has been at the centre of our history and culture for over 800 years. Dating from the 13th century and built in honour of Ireland's patron saint, Saint Patrick's is the National Cathedral of the Church of Ireland and is also one of Ireland's most popular tourist attractions. With over 500,000 visitors each year it is the third most visited admission-charging tourist attraction in Dublin city.

We now have a vacancy for an **Accounts and Payroll Assistant** based in the Deanery office.

### **PURPOSE OF ROLE**

Reporting to the Accounts Manager, the purpose of the role is to provide support in preparation of payroll, tour accounts, and other accounts related activities.

The position is open initially for a fixed-term of 12 months. Hours will be on a part-time basis and the proposed working arrangement will be 20 hours per week, i.e., 4 hours per morning, Monday to Friday. However, other working patterns will be considered for the right candidate. It is expected that in the summer months, there may be an opportunity to work additional hours.

### **Main Responsibilities:**

1. Manage the timely and accurate input of tour and event company attendances
2. Process (on a daily basis) tour vouchers and prepare and issue monthly invoices, as required
3. Prepare and issue debtor statements on monthly basis
4. Follow-up on outstanding payments and escalate unresolved issues to Accounts Manager
5. Process credit applications for new business as required
6. Assist in the preparation of monthly payroll including timesheet review and input, payslip distribution, etc.
7. Continuously look for opportunities for process improvements and controls
8. Other reasonable duties as directed by Accounts Manager & Cathedral Management

### **Candidate Requirements: Essential**

- 1 to 2 years' relevant accounts experience
- Proficient in Excel

- Accurate & attentive to detail
- Ability to work at a fast pace
- Reliable & self-motivated; someone who works equally well independently and as part of a team

**Candidate Requirements: Desirable**

- Certified Payroll Technician
- Working knowledge of SAGE

To apply, please send your CV with covering letter to [humanresources@stpatrickscathedral.ie](mailto:humanresources@stpatrickscathedral.ie) before close of business on **Tuesday 31<sup>st</sup> October 2017**.