



Institiúid Teicneolaíochta, Trá Lí
Institute of Technology, Tralee

This position may be filled on a contract basis in accordance with the requirements of the Institutes of Technology Act 2006.

TITLE: PART QUALIFIED ACCOUNTANT (30 month contract)

REPORTING TO: Assistant Registrar

INTRODUCTION

Institute of Technology Tralee, University of Limerick, Mary Immaculate College of Education and Limerick Institute of Technology have come together to form a regional Higher Education partnership under the title "Shannon Consortium". The Shannon Consortium is a dynamic group of institutions actively working together as equal partners to co-ordinate and develop specific innovations in the regions. €12.5M of funding under Tranche II of the HEA Strategic Innovation Fund (SIF) has been awarded to the Shannon Consortium. This is in addition to a grant of €6.6M which was awarded in 2006 under Tranche I. This award is focused on delivering key interventions and innovation in the teaching of mathematics and entrepreneurship. The successful candidate will play a significant role in the design and delivery of novel approaches to achieving the objectives of the consortium projects.

1. Main Duties:

- Update and maintain the day to day accounting records of the SIF office, to include the preparation of monthly management accounts, financial reports, month end files and related reconciliations within agreed time frames.
- Prepare regular reports to the Higher Education Authority (HEA) and liaise with partner institutions
- Prepare forecast figures on a monthly basis with analytical review and be able to recommend potential courses of action
- Monthly transaction postings to the nominal ledger.
- Reconciliation and maintenance of control accounts.
- Analysis of key reporting figures.
- Maintenance of internal management files.
- Maintenance of procedural manual for areas of responsibility.
- Assist Internal Audit with any queries/issues that arise, in a prompt and efficient manner.
- Ensure all information requirements from External Auditors are met, and all issues raised are dealt with in a timely manner.
- Ability to identify quality and process improvements both within own area of responsibility and other areas of influence.

2. Minimum Qualifications:

Recently qualified or advanced stage of studying for professional accounting qualification e.g. CPA, ACA, ACCA, CIMA.

Ideal Candidate:

- 3 - 4 years experience in a financial reporting or accounts preparation role
- The candidate must have good organisational, planning, time management, interpersonal and communication skills, as well as an ability to work in a team.
- Attention to detail, prompt response times and ability to work under pressure also required.
- Intermediate knowledge of Microsoft Excel (essential).
- Basic knowledge of Agresso Financial Systems (desirable).

3. Salary

€36,500 per annum

4. Annual Leave and Hours of Work

Annual Leave is 24 days per calendar year
Hours of work – 35 hours per week

5. IMPORTANT NOTES

Application Form:

- Please ensure that full information is given on qualifications etc and that **the information is accurate and corresponds to the original transcript of qualifications. Please note that any misstatement will result in disqualification.**
- Note the declaration to be signed at the end of the application form.
- Screening and short-listing takes place only on the basis of information submitted on the official application form.
- Please ensure that those you nominate as referees are contacted by you and will be able to supply a reference without delay if requested.
- Latest date for receipt of completed application forms to the Human Resources Office is

12.00 noon on Wednesday 28th May 2008

- Applications received after the closing date will not be accepted.
- Emailed application forms are acceptable. Faxed application forms are not acceptable.

General:

- The information given in this document is of a general information nature only and should not be taken as contractual.

The Human Resources Office, Institute of Technology, Tralee, Co Kerry

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