



Valuing life, helping people build meaningful lifestyles.

ACCOUNTS PAYABLE

**CLERICAL OFFICER GRADE IV (€27,020 – €44,330 LSI)
Fixed Term 7 Month Contract, Full Time (74 hours per fortnight)**

Based at Moore Abbey, Monasterevin, Co Kildare.

Requirements:

- ◆ IATI / AAT Qualification, essential
- ◆ Previous relevant experience in accounts payable essential
- ◆ 2 years experience of month end close off and monthly reconciliations essential.
- ◆ Experience of accounts payable computer modules essential
- ◆ Knowledge of the Total Finance computer system would be an advantage
- ◆ Strong interpersonal skills are required together with an ability to work on your own initiative.
- ◆ Excellent attention to detail required.
- ◆ Strong IT skills required.

Informal Enquiries:

Ms Colette Brennan, Financial Accountant (045) 532248

To apply: Applications must be typed and submitted by email to Leona Bell, email address as per the last page of the application form (applications are available at www.muiriosa.ie OR by calling 045-532217)

Closing Date for receipt of completed applications: **Friday 20th April 2018 @ 3 p.m.**

Interview date: **Thursday 26th April 2018**

Please note that for this position a panel may be formed.

The Muiríosa Foundation is an equal opportunities employer.