



Saint John of God Community Services

Dublin South East

As part of Saint John of God Community Services, Dublin South East provides a network of education, training, employment, respite and community living supports to children and adults with intellectual disabilities in South Dublin.

Accounts Assistant

Grade III

Part Time - 15 Hours per week
(3 hours per day - afternoons Monday to Friday)

We are recruiting for the above position based in our Finance Department.

Requirements are;

- 2 years' minimum experience as an Account's Assistant
- Confident using Excel, Microsoft.
- Attention to detail
- Self motivator who can work independently on their own, as well as a team player

Duties include

- Cash reconciliations and Bank Lodgements
- Posting of journals onto accounts package (Open Accounts)
- Calculation of mileage and upkeep of staff claims records
- Filing, shredding and upkeep of records.
- Ad-hoc reconciliations/analysis and improvement of current and future systems

If you believe you have the necessary competencies and experience to bring to this role, please forward your letter of application along with your Curriculum Vitae by email only to dserecruitment@sjog.ie quoting REF:ACCASSPT2021

Informal enquiries to George Kenny – Tel: 01 2852900

Closing Date: 10th August 2021

Shortlisting will apply.

***Saint John of God Community Services Limited is an equal opportunities employer.
We operate HSE (Health Service Executive) funded services across Intellectual Disability, Adult Mental Health and Child and Adolescent Psychiatry.***

HOSPITALITY COMPASSION EXCELLENCE JUSTICE RESPECT