



*An Associated College of
Trinity College Dublin, the University of Dublin*

Marino Institute of Education (MIE)

Inspired by the Christian vision, Marino Institute of Education (MIE) is a teaching, learning and research community committed to promoting inclusion and excellence in education. MIE is an associated college of **Trinity College Dublin, The University of Dublin** and offers undergraduate and postgraduate programmes in education.

The Governing Body invites applications from suitably qualified persons for the position of

Finance Assistant, Finance Office (12 Month Contract)

Purpose of Role

The finance office performs essential duties in relation to the running of the Institute. At this time, the Institute seeks to appoint a person, who will contribute to all aspects of the work of the finance office with a particular focus on the duties and responsibilities as listed below.

Working as part of a small team, the role offers a broad range of duties. This position offers the right candidate the opportunity to develop their accounting skills and experience in a friendly, small office environment, and would be ideally suited to someone undertaking the Accounting Technician or other professional qualification

Qualifications & Experience

- At least 2 years' experience in a similar role.
- Ideally suited to someone who has or is working towards the Accounting Technician or other professional qualification.
- Excellent IT skills including, Microsoft Office but particularly, Outlook, Word and Excel, which are a key requirement.
- Sage accounting software desirable.

Candidates must clearly indicate in their applications how they meet each of these pre-requisites.

Skills & Competencies

- Have excellent communication skills both oral and written
- Ability to resolve issues and propose solutions to problems
- Ability to focus on multiple tasks
- Demonstrate a very high standard of accuracy with attention to detail in all aspects of work
- Work on one's own initiative
- Be a team player with clear evidence of self-motivation
- Operate flexibly within a busy office and be prepared to shift focus as necessary
- Be organised, be able to prioritise work and to meet strict deadlines

Duties and Responsibilities

- Input of purchase invoices and processing of payments to suppliers for 3 entities;
- Assisting with the billing and collection of accounts receivable;
- Dealing with student queries, updating the Finance section of the student registration system;
- Bank account – inputs of payments and receipts, weekly lodgements, petty cash impress;
- Daily input to Sage of Hotelinx Conference Centre transactions; monthly reconciliation of Sage to Hotelinx;
- Recording and reconciling company credit card statements;
- Processing and billing interdepartmental monthly cross-charges;
- Assist in the production of the monthly management accounts and reporting requirements;
- Another other adhoc duties as required;

It should be noted that in each work area/department within the Institute, the appointee must work as part of a team. Although duties pertaining to the post are broadly defined under the various headings as listed, the list of duties is not exhaustive. The appointee will be required to function in a flexible and collegial manner. MIE retains the right to assign new duties and/or to re-assign staff to other areas of the Institute, in response to service needs.

Reporting Relationship

The appointee is required to carry out the duties attached to the post, under the general direction of the Financial Controller, to whom they report, and to whom they are responsible for the performance of these duties in the first instance. The appointee will report through the Financial Controller to the Institute CFO and the Institute President and/or such other MIE officers as the President may designate from time to time.

The reporting relationship may be subject to periodic review, in line with service needs and developments in the Institute.

APPLICATION, SELECTION PROCESS AND OTHER GENERAL INFORMATION.

Method of Selection for Recommendation

A shortlisting of applicants will occur which will be based on the applicant's qualifications, suitability and relevant work experience as detailed in the application. It is the responsibility of the applicant to ensure that all relevant information is included in their application and that they clearly identify how they meet the specified candidate criteria.

Interview will be by interview panel consisting of not fewer than 3 persons, and will comprise of the most suitable and qualified people to assess applicants in the discipline. All appointments to employment at MIE are made by the Governing Body. The interview panel's recommendations for appointment of successful applicants for all posts will be submitted to the MIE Governing Body for their consideration and decision.

A panel may be created from which permanent or fixed term contract appointments for this position may be filled during the life of the panel. The panel will cease to exist 12 months from its formation date, which will be the date of initial interview.

Candidates must produce satisfactory documentary evidence of all training and experience claimed by them, if required.

Garda Vetting

All successful applicants may be required to participate in Garda vetting. Specific instruction on this process will be given at the appropriate time. Applicants who do not comply with the Institute's requirements in this regard will be excluded from consideration for appointment.

Salary

The current annual salary scale €31,838 - €36,146 depending on experience.

Making of Applications

Application by Cover letter and CV only (no special application forms are supplied),

Preferably by email to careers@mie.ie or by post to:

The Human Resources Office
Marino Institute of Education
Griffith Avenue
Dublin 9.

Completed applications must be received by 5.00 pm on Friday 1 July 2022. Late applications will not be accepted.

The Institute will not be responsible for any expenses, including travelling expenses, which candidates may incur in connection with their candidature.

The Marino Institute of Education is an equal opportunities employer.