

## **NPC Qualified Accounts Technician - Fulltime**



### **Introduction to NPC**

National Parents Council Primary (NPC) is the representative organisation for parents of children in education. NPC was established in 1985, under the programme for Government, as the representative organisation for parents of children attending primary school. It received statutory recognition in the Education Act 1998.

NPC exists to ensure that all parents are supported and empowered to become effective partners in their children's education. NPC works to increase the capacity and capability of the education sector, to achieve true partnership and deliver better outcomes for all children.

### **Terms and conditions**

The salary for this role is €42,000 per annum.

Hours: 35 hours a week

Reporting to the Chief Executive Officer

Place of work: Dublin City Centre location

Contract is for 3 years fixed term with an initial probationary period of 9 months.

### **Role Requirements**

- MIATI Qualified or equivalent.
- Five or more years previous experience as an Accounts Technician.
- Responsible for all NPC day-to-day Financial Matters.
- Be an active and integral member of the NPC Management Team.

### **Main tasks and responsibilities:**

- Have in-depth experience in the use of Sage 50 or similar accounting package.
- Compile and analyse financial information to prepare financial statements including monthly and annual accounts
- Prepare journal entries
- Prepare monthly bank reconciliations
- Administer accounts receivable and accounts payable
- Complete general ledger operations
- Reconcile and maintain balance sheet accounts
- Review, investigate and correct errors and inconsistencies in financial entries, documents and reports and resolve accounting discrepancies and irregularities.

- Provide advice, assistance and early warning of problems such as cost over-runs, excessive charges and potential penalties
- Prepare analysis of accounts as requested
- Review and process expense reports
- Ensure accurate and timely monthly, quarterly and year end close processes
- Assist in preparing budgets and forecasts
- Continuous management and support of budget and forecast activities
- Administer the monthly payroll using Sage micropay
- Assist with preparation and co-ordination of the audit process
- Administer Purchase Orders on Salesforce
- Follow Company Procurement Policy
- Claim Core Funding in a timely Fashion
- Ensure All Training Grants are received
- Coordinate with Training Department to deliver Training Targets
- File and Pay Monthly Tax Returns
- File CRO Forms

## Person Specification

The individual should be able to demonstrate the following competencies:

Communications	Builds rapport by listening and responding to the needs of others. Utilises a persuasive approach to positively influence outcomes. Presents written material in a clear, concise, comprehensive and convincing manner, in order to inform and influence the reader(s). Clarifies information when required to do so.
Interpersonal Effectiveness	Shows empathy and understanding when dealing with others, utilising tact and diplomacy at all times. Treats others with respect. Works well with a wide range of people from different backgrounds both within and outside the organisation and builds rapport by listening to and understanding their viewpoints.
Planning & Managing Resources	Plans and organises people and other resources, prioritising as required, to meet goals, targets or objectives within agreed timeframes. Monitors progress and reviews plans where necessary. Identifies potential problems and develops contingencies. Plans and organises own work effectively
Analysis / Problem Solving	Sources and accurately gathers all relevant information. Conducts an in-depth review, considering

	<p>issues thoroughly. Draws conclusions backed up by available evidence and makes appropriate recommendations. Handles and manipulates numerical information with accuracy and attention to detail.</p>
Decision-making / Judgment	<p>Evaluates information available before making decisions, weighing up the pros and cons of various options or courses of action. Is aware of the wider implications of proposed decisions and recognises when it is appropriate to consult others. Follows through on decisions made, taking responsibility where appropriate.</p>
Team working	<p>Works collaboratively with others to achieve shared goals. Participates fully, sharing knowledge, ideas and expertise. Shows an appreciation for other people's positions and values their input. Willingly takes on additional responsibility to achieve team objectives. Shows a willingness to learn from others.</p>
Managing & Developing People	<p>Manages staff by providing clear direction and challenging goals. Motivates staff to perform well. Delegates tasks, distributes work fairly and treats others consistently. Monitors performance and attendance, addresses any issues of underperformance and provides coaching and development where required. Values and acknowledges the contribution of others.</p>
Commitment to Quality Results	<p>Takes ownership of tasks and is determined to see them through to a satisfactory conclusion. Takes all necessary measures to ensure work is completed to a high standard and within agreed timeframes at all times, even where it involves routine or mundane tasks. Monitors and checks work for accuracy and ensures guidelines and procedures are followed. Reliable and dependable, can work on own initiative.</p>
Customer / Client Focus	<p>Is aware of the service delivery requirements of the organisation and the varying needs of his/her customers or clients. Deals with customers / clients in a professional and courteous manner, showing diplomacy and tact, particularly in difficult situations.</p>
Self-Awareness & Development	<p>Reviews own performance regularly and is committed to developing own skills and knowledge base and</p>

applying this learning on a regular basis. Keen to learn new skills, systems and processes.

**Flexibility & Change Orientation**

Is flexible in his/her approach, open to change in work practices and adapts readily to recommendations for change. Involves others in and implements change initiatives. Able to deal with changing demands and different situations / circumstances.

**Initiative**

Actively suggests improvements within area of responsibility. Can work without excessive guidance or support yet knows when the involvement of others is appropriate.

**Technical Knowledge / know-how**

Has the practical, specialised or technical knowledge required to meet the goals and objectives of the role to the highest standards. Has knowledge or expertise that others would rely on and have confidence in it.

**Applications**

Applications should be in the form of a one-page Cover Letter and two-page CV emailed to **Rob Walpole**, Deputy CEO, at [rwalpole@npc.ie](mailto:rwalpole@npc.ie) with "Qualified Accounts Technician" in the subject line. Postal applications should be marked Confidential to Rob Walpole, Deputy CEO, National Parents Council, 12 Marlborough Court, Marlborough Street, Dublin 1, D01 XP86. Closing Date: **5pm, Wednesday 27th December 2023.**

**In person interviews for successful applicants** will be held in the NPC Office, 12 Marlborough Court, Marlborough Street, Dublin 1, D01 XP86.