

## Role Profile

# Accounts Assistant, Accounts – Finance, Corporate & International

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### ROLE SUMMARY

Reporting to the Senior Financial Accountant, the role of the Accounts Assistant is to support the Senior Financial Accountant in managing the fee processes within the Accounts section. This role is vital to ensure that all fee income and receipts are processed accurately.

### KEY RESPONSIBILITIES

- Operational Activities
  - o Processing of sales invoices on a daily basis using Integra (Accounts IT system)
  - o Processing of invoices from month end registers to month end deadlines
  - o Processing of annual maintenance fee invoices
  - o Liaising with other departments in the HPRA regarding monthly close off of income figures
  - o Printing of Advance Credit invoices and enveloping of statements
  - o Recording and lodging of cheque receipts and electronic fund transfers on a daily basis.
  - o Allocation of debtor receipts against invoices
  - o Processing of petty cash payments and receipts
  - o Assisting in dealing with queries received by telephone or through the accounts mailbox
  - o Conduct or assist in ad hoc tasks or projects as identified from time to time by the Senior Financial Accountant or Financial Controller
  
- Quality and Knowledge Management
  - o Working with colleagues to develop and implement quality management policy and practice
  - o Assist in the development and updating of SOPs within the Accounts section
  - o Participating, as required, in internal audits, and working on the implementation of any required corrective actions
  - o Ensuring that quality management practices and policies in relation to the Accounts section reflect relevant developments in guidelines set by the Department of Health
  
- Performance Management
  - o Working with the Senior Financial Accountant to agree appropriate performance related targets
  - o Taking measures to identify and resolve issues impacting performance
  - o Reporting regularly on progress against specified objectives, goals and performance targets
  - o Effectively communicating objectives, goals and performance targets within the team
  - o Promoting a positive, open, friendly and professional working environment
  
- Communications/Customer Services
  - o Attending and contributing to department and organisational meetings as appropriate

- Ensuring that HPRA policies and procedures are communicated in a consistent way to stakeholders
  - Liaising with relevant external organisations in relation to activities and processes relevant to Accounts
  - Ensuring that appropriate mechanisms are in place to support interactions with other areas of the HPRA
  - Providing support to other areas of HPRA as appropriate
- General
- Perform such other duties as the HPRA may reasonably require

### **QUALIFICATIONS AND EXPERIENCE**

- To be considered for this post, candidates must have:
  - 1 year experience in an accounts environment (preferably Accounts Receivable)
- In addition the ideal candidate will;
  - Have excellent attention to detail and accuracy, combined with excellent numeracy skills
  - Have excellent planning and organisation skills including the ability to prioritise and manage large volumes of work
  - Be highly motivated and with the ability to manage personal deadlines
  - Have excellent communication and interpersonal skills to liaise with relevant parties as required

### **REMUNERATION**

Salary: €23,586 per annum

### **DATA PROTECTION**

The General Data Protection Regulation and Data Protection Acts 1988-2018 apply to the processing of personal data and the HPRA is committed to complying with its legal obligations in this regard. For information on how we process your information during recruitment, please see our [privacy notice](#).

### **SUPERANNUATION**

The new Single Public Service Pension Scheme ("Single Scheme") commenced with effect from 1 January 2013. All new entrants to pensionable public service employment on or after 1 January 2013 are, in general, members of the Single Scheme.

## **HOURS OF DUTY**

The hours of duty are fixed by the HPRA from time to time. The current arrangements are Monday-Friday (minimum 37 hours). Appointees are eligible to participate in the flexitime arrangements after a period of six months.

## **DURATION OF POST**

This is a two-year contract post.

## **ANNUAL LEAVE**

Annual leave (exclusive of usual public holidays) is 22 days per annum.

## **DUTIES OF POST**

The duties set out in the role profile (above) are indicative of responsibilities related to this role. As with all posts, the nature of HPRA business is evolving and flexibility is required in order to adapt to changing business needs.

## **CONFIDENTIALITY AND CONFLICT OF INTEREST**

Employees are prohibited from having any personal or financial interest in any industry that the HPRA regulates from the date of appointment with the HPRA. The HPRA deals with highly confidential matters including identifiable details pertaining to healthcare professionals, patients and commercially sensitive information. Employees are prohibited from disclosing any information in relation to the business of any person obtained in his/her capacity as an officer of the HPRA.

## **VOLUNTARY HEALTH INSURANCE SCHEME**

A group scheme operates for those wishing to participate and contributions are deducted from salary.

## **REFERENCES**

The names and addresses of two referees to whom the applicant is well known but not related must be submitted with the application. Reference may be made to current and former employers without further notification of the applicant. Applicants having any reservations on this matter should so state at time of application.

## **CLOSING DATE**

The closing date for applications for this post is 5pm on **Sunday, 13<sup>th</sup> January 2019**.

## **INTERVIEWS**

It is anticipated that interviews for this post will take place on **Wednesday, 23<sup>rd</sup> January 2019**.

Note: The HPRA is not in a position to reimburse expenses incurred by candidates attending for interview.

## **COLLECTIVE AGREEMENT: REDUNDANCY PAYMENTS TO PUBLIC SERVANTS**

The Department of Public Expenditure and Reform introduced, with effect from 1st June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payments to Public Servants. It is a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the public service by any public service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011) for a period of 2 years from termination of the employment. Thereafter the consent of the Minister for Public Expenditure and Reform will be required prior to re-employment. People who availed of this scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility) and the Minister's consent will have to be secured prior to employment by any public service body.

## **DECLARATION**

Applicants will be required to declare whether they have previously availed of a public service scheme of incentivised early retirement and/or the collective agreement outlined above. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.

\* Candidates should note that entry will be at the minimum of the scale and the rate of remuneration may be adjusted from time to time in line with Government pay policy.