

Accounts Officer – Grade IV

(Temporary, Full-Time)

Particulars of Office

1. The appointment is Temporary, for a period of 6 months and pensionable.
2. **Salary**
Remuneration is in accordance with the salary scale approved by the Department of Health and Children Current scale.
3. **Superannuation**
The terms of the Voluntary Hospitals Superannuation Scheme and the Voluntary Hospitals Spouses and Children's Scheme will apply to the position and superannuation contributions at the appropriate rate will be payable in accordance with the provisions of the scheme.
4. **Duties**
The incumbent will perform such duties as are outlined in the attached Job Description.
5. **Hours of Work**
The whole time standard weekly working hours for this grade are 35 hours per week, usually discharged between the hours of 8.00am and 8.00pm on a Monday to Saturday basis, as appropriate to the particular service. The appointee may be required to attend at such other times as are required for the proper discharge of duties including attendance outside normal working hours
6. **Probation**
The successful candidate will be appointed initially for a probationary period of 6 months. During the probationary period, progress or otherwise will be monitored and at the end of the period, the service will be
 - a) Certified as satisfactory and confirmed in writing;
 - b) In certain circumstances this period may be extended and in such case you will be advised in writing of this and the duration of the extension.
7. **Retirement**
No age restrictions shall apply to a candidate except where he/she is not classified as a new entrant (within the meaning of the Public Service Superannuation (Miscellaneous Provisions) Act, 2004). In this case the candidate must be under 65 years of age on the 1st day of the month in which the latest date for receiving completed application forms for the office occur. Continued employment is conditional upon capacity and conduct of the employee.

8. Annual leave

Annual leave and public holidays are granted in accordance with the provision of the Organisation of Working Time Act. 1997. Your annual leave entitlement will be advised to you by the Human Resources Department in your contract of employment. Annual Leave may be based on several factors such as grade, years of service and whole-time equivalency.

9. Sick Leave

Payment of salary during illness will be in accordance with arrangements as approved from time to time by the Department of Health and Children.

10. Termination of office

The employment may be terminated at any time by three months notice on either side except where circumstances are dictated by the Minimum Notice and Terms of Employment Act 1973/77. The Management's right under this paragraph shall not be exercised save in circumstances where the Management is of the opinion that the holder of the office has failed to perform satisfactorily the duties of the post or has misconducted himself/herself in relation to the post or is otherwise unfit to hold the appointment.

11. Garda Vetting Checks

Arrangements have been introduced, on a national level, for the provision of Garda Vetting Checks in respect of candidates for employment in areas of the Health Service, where it is envisaged that potential employees would have substantial access to children or vulnerable adults in the course of their duties. Garda vetting is done for the protection of these groups and the National Rehabilitation Hospital reserves the right to revett employees at any future point, as deemed appropriate by Hospital Management.

12. Confidentiality

In the course of your employment you may have access to or hear information concerning the medical or personal affairs of patients and/or staff, or other health services business. Such records and information are strictly confidential and unless acting on the instructions of an authorised officer, on no account must information concerning staff, patients or other health service business be divulged or discussed except in the performance of normal duty. In addition records must never be left in such a manner that unauthorised person can obtain access to them and must be kept in safe custody when no longer required.

13. Hygiene

During the course of employment staff are required to ensure that the hospital's hygiene and infection control policies are adhered to at all times. All employees have responsibility to prevent transmission of infection by adhering to and implementing optimal hand hygiene and adhering to the Hospital's Hygiene processes. Hygiene is a fundamental component of the National Rehabilitation Hospital's quality system to ensure the safety and well-being of its patients and staff and plays a role in the prevention and control of healthcare associated infection.

14. Policies / Legislation

All Hospital policies and procedures form an integral part an employment contract and may be subject to update and revision, from time to time, in consultation with union representatives as appropriate. Employees are required to comply with all hospital policies, procedures (e.g. Dignity at Work, Trust in Care, Computer Usage Policy) and the Hospital's ethical codes of practice.

Employees are required to abide by the hospital's code of behaviour and the code of practice as defined by their relevant professional body.

15. Disability Census

As part of the NRH's commitment to supporting the employment of people with disabilities and to comply with the requirements of the Disability Act 2005, all staff are required to inform the Director of Human Resources Ms. Olive Keenan, of any personal disabilities. This information is only requested in the event that appropriate arrangements must be put in place during the course of one's employment and will be stored in compliance with Data Protection Legislation.

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1. Qualifications

The candidate must, on the latest date for receiving completed application forms for the office possess,

- Experience of working within an administrative function
- Work on own initiative as well as in a team environment to meet tight deadlines, is flexible, positive, and confident. With excellent communication skills with an attention to detail
- Good IT skills, including proficiency in the application of Microsoft Office, particularly MS Excel
- Excellent numerical skills

2. Health

Candidates or any person holding the office must be free from any medical condition which would render them unsuitable to hold the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

For the purposes of satisfying the requirements as to health, it will be necessary for each successful candidate before he/she is appointed to undergo a medical examination by a qualified medical practitioner to be nominated by the Chief Executive or designated officer. Any irregularities reported as a result of this examination which render the incumbent unsuitable for the post must be remedied / addressed before appointment.

Health Promotion – The Hospital is committed to promoting healthy lifestyles for both patients and staff. Staff are expected to participate in initiatives to support better health and well- being in line with the Hospital objectives.

3. Character

Candidates for and any person holding the office must be of good character.

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JOB DESCRIPTION

Title: Accounts Officer (Grade IV)

Purpose of the Position: This is a key post with responsibility for providing support to the Accounts Payable and Accounts Receivable and Stores functions within the Finance department as required as colleagues are freed up to work on an ongoing project.

Accountable to: Director of Finance , or nominee

Liaison / Communication: The proper performance of these duties will require a high degree of liaison and communication with Managers and staff throughout the hospital in the course of their normal duties and responsibilities.

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JOB DESCRIPTION

Overview of the Role

- The Accounts Officer will be accountable for providing administrative and operational support within the Accounts Payable and Accounts Receivable functions as required as colleagues are freed up to work on an ongoing project.
- They will be expected to ensure that deadlines are met both to internal and external clients.
- They will need to ensure that accurate attention is paid to detail and consistent adherence to Finance related policies and procedures.
- They will be expected to co-operate and work in harmony with other teams and disciplines in the hospital.
- They will be expected to treat service users with dignity and respect.

ACCOUNTABILITY, DUTIES AND RESPONSIBILITIES

General Accountability

- Be required to be flexible to work in all areas of the Finance department and fulfil the duties associated with same as directed by the Director of Finance or nominee.
- Maintain throughout the hospital awareness of the primacy of the patient in relation to all hospital activities.
- Demonstrate behaviour consistent with the values of the hospital and ethical code of the hospital.
- Actively manage and co-ordinate their designated area of work.
- Have an awareness of the need for accuracy and confidentiality within the Finance function.
- An effective liaison is maintained between Accounts Payable and Accounts Receivable within the function.
- Ensure that information retrieval and adequate records are in keeping with statutory and organisational requirements and are maintained in a satisfactory condition in order to provide information both internally and externally as required and to fulfil all statutory requirements on an ongoing basis.
- Support the Management team in the retrieval and collation of Finance reports and liaise with external and internal audit functions as required.
- Assist in ensuring that a safe environment is maintained for staff and visitors in compliance with Health and Safety requirements and best practice.

- Keeping up to date with all relevant mandatory training for the department.

Specific Accountability

- Carry out administrative tasks within the Accounts Payable and Accounts Receivable departments as determined from time to time by the Director of finance or Financial Controller as Deputy
- Attend meetings both internally and externally as required by the Hospital
- Provide backup to Stores personnel in performance of their duties as required
- Develop proficiency in all relevant tasks, including but not limited to the collation and posting of supplier/customer invoices, maintenance of supplier payment runs and customer credit control and all Stores tasks
- Assist in ensuring all year-end reports are collated and prepared for transfer to the Revenue Commissioners.

Outline of Duties and Responsibilities

- Collect, date stamp, sort and distribute daily post within the Finance Department.
- Register Invoices, Credit/ Debit notes and Payments on the Accounts financial system, allocating expenditure/ receipts to the correct cost centre and expense/ receipts charge account.
- Post Invoices, Credit/ Debit notes and Payments on the Accounts financial system, ensuring correct details are posted, checking VAT and PSWT charges are correct and that the correct Hospital authorisation is visible.
- Complete Supplier/Customer month end reconciliation to ensure correct and accurate payments and help control expenditure and cash flow management.
- Run weekly and monthly EFT payment runs.
- Assist in active management of aged debtor profile and chase outstanding amounts in line with the hospital credit control policy
- Maintain an accurate filing system for all paid invoices to ensure request of account information is easily retrieved.
- Provide support and backup to other members of the Finance team in meeting strict deadlines and to ensure compliance with Prompt Payment Legislation.
- Liaise with suppliers/customers regarding queries on their account, provide support and help to solve queries on outstanding invoices.
- Liaise with Central supplies and Heads of Departments/ Services regarding invoice, credit note and/ or delivery dockets and provide assistance in resolving queries on outstanding items.
- Dealing with telephone enquiries, queries from supplies, customers, and others in a courteous manner.
- General clerical duties – typing, filing, photocopying, faxing etc as required.
- Liaising with other Departments and Services as required.
- Participate in activity of the Stores department as required

Patient Safety & Quality

The NRH prioritises the delivery of quality and safe patient care under HIQA and other quality standards. It is the responsibility of all staff at all levels to ensure that the highest level of quality services required for each patient is maintained. If you have a concern regarding any issue of patient safety and well-being, please bring this to the immediate attention of your manager.

Quality and Patient Safety supports the Health Service to deliver high quality and safe services to patients and service users. The post-holder is responsible and accountable to deliver a quality service that ensures patient safety. The post holder will work within a risk management framework that complies with the Health Information and Quality Authority (HIQA) National Standards and other quality standards as appropriate.

The extent of speed and change in the delivery of health care is such that adaptability is essential for all staff. The post-holder will be required to maintain, develop and enhance the necessary professional knowledge, skills and aptitudes required to respond to a changing situation.

This Job description does not contain an exhaustive list of duties, and the post holder may be required to undertake additional responsibilities. It will be reviewed from time to time in order to adapt and develop the role, according to service needs and Hospital policies.

I agree that this position description clearly outlines the specific responsibilities and duties that are to be carried out as part of this role. I also understand that these represent the minimum requirements to perform the duties at the current level.

To be signed by the post holder.

Employee Name: _____

Line Manager Name: _____

Employee Signature: _____

Manager's Signature: _____

Date: _____

Date: _____