



**Job Title:** Accounts Payable Clerk

**Number of Post(s) & Contract Type:** x2, Ongoing subject to funding

**Location(s):** Park West, Dublin/Hybrid

## About Foróige

At Foróige, you're not just taking on a job- you're joining a movement that empowers young people and transforms communities. With over 600 dedicated staff and thousands of volunteers, we work together to create impactful change through innovative programmes, clubs, and services.

Foróige is an independent, non-profit national voluntary youth organisation engaged in out-of-school youth development and education and is supported by a combination of statutory, philanthropic and corporate funding. The purpose of the organisation is to enable young people to involve themselves consciously and actively in their own development and the development of society.

## About the Project

Two Accounts Payable Clerk positions have become available in Foróige. These positions which are available for immediate start will offer the successful candidates an opportunity to work as an integral part of the Foróige Finance Team.

The role involves managing processing supplier invoices and staff travel and subsistence payments, verifying financial data, managing supplier bank account details and ensuring timely electronic payments to suppliers and employees. Key duties include invoice data entry, verification of new supplier bank accounts, generating and uploading payments files, maintaining financial records, and handling supplier and staff enquiries.

## Key Responsibilities

The Accounts Payable Clerk will be employed by Foróige and will be given a contract of employment. It must be understood however, that if the position becomes redundant at any time during the period of the contract or if the funding for the post is discontinued or a post holder fails to perform satisfactorily, employment may be terminated.

### **Key Responsibilities**

The duties of the Accounts Payable clerk in carrying out any functions, which may be involved in or arise out of the appointment, shall be as notified by the Manager, the board of Foróige and/or its Chief Executive. These duties will include but are not limited to:

- **Invoice and staff expenses processing:**  
Receive, verify, and process supplier invoices, purchase orders, and staff expense reports in line with documented processes on a timely and accurate basis.
- **Payment files:**  
Prepare and schedule payments, which can include immediate payments and bulk month end payments.
- **Record keeping:**  
Maintain and update accounts payable records and other financial records accurately. Provide copy invoices and payment documentation for funder reports on request.
- **Supplier bank accounts:**  
Independent phone verification and set up of all new supplier bank accounts.
- **Supplier and staff queries:**  
Resolve all queries raised by suppliers and staff with regard to invoice and expenses payment and coding.
- In addition, the successful candidates will be required from time to time to assist in other duties within the Finance team when necessary, during busy periods.

## Professional Qualification, Experience (D: Desirable; E: Essential)

- Experience of working end to end in an Accounts payable function processing multiple supplier invoices from data entry to payment. (E)
- Experience of using the Accounts Payable /Creditors function of an ERP system, preferably Businessworld (Agresso) . (E)
- Proficiency in Excel. (E)
- Excellent communication skills with the ability to resolve supplier and staff queries in an efficient and professional manner. (E)
- Experience of working in a team environment (E)
- Accounting/Business Qualification (D)
- Previous experience in the not for profit sector (D)

## Person Specification (Essential)

- Ability to build and maintain effective relationships with young people
- Ability to be proactive, use own initiative and work effectively within a pressurised environment
- Positive and flexible approach to working as part of a team
- Excellent verbal and written communication skills
- Ability to follow organisational guidelines and processes.
- Knowledge and experience of systems, processing and administration
- Good written communications skills, including ability to draft summary information and correspondence.
- Good computer skills, including Word, Excel, Internet and PowerPoint
- Flexibility in relation to hours of work to meet the needs of the work.

## Benefits to Support You

**Salary:** Foróige Support Services Officer Salary scale: €35,277, €36,881, €38,487, €40,093, €41,700, €43,310, €44,918, €47,319, €49,719, €53,001

**Annual Leave:** 29 days annual leave plus Good Friday.

**EAP:** 24/7 Employee Assistance.

**Pension:** Contributory pension benefits.

**Bike to Work Scheme**

**Commuter Travel Tax Saver Ticket**

**Training & Development:** Structured onboarding together with a 9 day Foróige Induction Programme. Ongoing CPD.

**Study Leave:** Up to 5 days paid Study Leave per year of course.



**Organisation Culture:** Support & Supervision policy and practices that supports your professional development.

### **Progression Opportunities**

**Career Break:** Up to 2 years Career Break after 3 years' service.

**Unpaid Leave:** Up to 6 months Unpaid Leave Break 1 year service.

**Flexible Work:** Flexible work practices that support work life balance.

**Maternity and Paternity Benefit:** Top up Maternity and Paternity Benefit pay.

### **Other Information**

**Hours of work:** You will be expected to work a minimum of 35 hours per week. The position will require flexibility in relation to working hours.

**Travel:** This post may involve domestic travel within Ireland and occasional meetings. Travel and expenses will be paid in accordance with appropriate Foróige rates.

**Applications:** Please submit your CV and cover letter [here](#)

**All information related to Foróige, our annual report, our work, our projects and services is available on our website - please see [www.foroige.ie](http://www.foroige.ie) for additional information**

Foróige is not in a position to sponsor work permit applications. All applications should hold a valid work permit and permission for ROI.