



## EU Project Accounts Assistant

Continually focused on sustainability the South East Energy Agency based in Kilkenny City is offering an exciting opportunity for the right candidate who can bring their own unique energy to this role! South East Energy Agency is a nonprofit, independent energy agency working primarily with local authorities, communities, businesses and individuals across Carlow, Kilkenny, Wexford and Waterford regions. Our key focus is to increase climate awareness and promote behavior change to accelerate 'energy transition' for the South East Region of Leinster. We are committed to tackling climate change and we are looking for someone who is equally committed to these values and realises the importance of effective communication and engagement in achieving these goals.

### Role Overview

<b>JOB TITLE:</b>	EU Project Accounts Officer
<b>START DATE:</b>	Immediate
<b>SALARY:</b>	€28 – 30,000 (DOE)   Plus Work Phone and Laptop   Business Expenses   Company pension with employer Contribution
<b>LOCATION:</b>	The beautiful grounds of St Kieran's College in the vibrant city of Kilkenny. Working from home, at agreed times will be considered on an ongoing basis.
<b>CONTRACT TYPE:</b>	2-year Fixed contract with 2-year extension option subject to performance.
<b>WORKING HOURS:</b>	Full time – Mon to Friday. 37.5hr standard contract   Sick Pay scheme in place

## Person Specification

We are seeking a highly motivated individual who is passionate about climate action and wishes to join a multidisciplinary team driven to help achieve the Climate Action Plan 2030 across homes and communities in the Southeast Region. Role requires strong attention to detail and candidates should have a demonstrable capacity for delivering accurate work on time in a busy working environment. Should be detail oriented with the ability to quickly problem solve. Experienced in administration (or similar) and willing to bring a dynamic approach to the role. Will have excellent verbal and written skills in English along with the ability to coordinate, proofread and edit reports. Willing to take initiative and multi-task and adopt a proactive approach overall. Team player who can build rapport across teams internally at South East Energy Agency and externally with relevant stakeholders.

## What you will be doing

- Assist with preparing, compiling, and filing evidence, such as invoices, etc for First Line Controller and EU Financial Claims
- Input and process purchase invoices and coding to correct project, cost codes etc
- Processing monthly travel expenses
- Update creditors ledger to ensure prompt payment of invoices
- Recording and maintaining accurate and complete financial records.
- Working with SAGE 50 bookkeeping software.
- Preparation of information for month end management accounts
- Preparation of VAT and statutory returns
- Reconciliation of bank accounts and accruals
- Assist with filing, data entry, general office duties
- Assist with compiling and analysing project data, track information and run monthly reports
- Filing and general accounting duties

## The ideal candidate

- Self-motivated with strong attention to detail
- IATI qualification or equivalent desirable but not essential with 2-3 years of general accounting experience, working in a busy office
- Fluent in spoken and written English
- Excellent technical skills – proficient in Office365, Sage and data analysis
- Excellent communication and organisational skills
- Strong commercial focus
- Excellent ability to prioritise multiple tasks.

## We offer

- Strong ability in Microsoft products, e.g. Office 365, Excel, PowerPoint, Word etc.
- Dynamic working environment that offers great experience to further your career
- Support for you to achieve your career goals and personal development / CPD
- Working with our highly skilled multi-disciplined dedicated team
- Laptop, ongoing training and development for staff
- Pension Scheme Employer Contribution. Subject to T&C's of minimum 6-month employment status to join company pension.
- Please note that due to the nature of this role, a small amount of evening / weekend work may be expected

## How to Apply

Please complete and return the Application Form available on <http://www.southeastenergy.ie/careers> to **Bill Lowe at [blowe@southeastenergy.ie](mailto:blowe@southeastenergy.ie) with subject line 'EU Project Accounts Assistant'** telling us more about yourself, your experience/ambitions. Please also indicate your earliest available starting date.

**NOTE.** If you do not wish that we contact current or past employers, please state so and explain the reasons in your letter of motivation. All applications will be treated confidentially and by respecting the privacy of the candidate. Applications that do not meet the deadline will be excluded.

Closing date for applications is 10<sup>th</sup> February 2023 at 5pm.

South East Energy Agency is an equal opportunities employer. Note that your CV may be attached but will not substitute for a completed South East Energy Agency Application Form.