



OLLSCOIL NA GAILLIMHÉ
UNIVERSITY OF GALWAY

Unit	Bursar's Unit
Post Title & Subject Area	Administrative Assistant, Accounts Payable Office
Post Duration	Specific Purpose Contract
Grade	Grade 2
Reports to	Accounts Payable Office Manager
Competition ID	011305



1. JOB ADVERTISEMENT

Applications are invited for an appointment as Administrative Assistant, Accounts Payable Office, Grade 2, Bursar's Office, SPC, at University of Galway.

Information on the University's Strategic Plan is available at: [Strategy | Straitéis 2020-2025 - University of Galway](#)

Salary: €33,721 - €51,792 per annum pro rata for part time/short term roles (applicable to new entrants effective from January, 2011) and in accordance with the terms and conditions of the [QA321 University's Remuneration & Payroll Policy](#).

This appointment will be made on the Grade 2 pay scale in line with current Government pay policy.

Closing date for receipt of applications is 17:00 (Irish Time) on Monday 15th September 2025. It will not be possible to consider applications received after the closing date.

Garda vetting may apply.

Appointments will be conditional on work authorisation validation. Further details are available at www.dbei.ie

For more information and Application Form please see [Jobs - University of Galway](#). Applications should be submitted online. Please see further information on how to apply here: [E-Recruit - University of Galway](#) and [Guidelines for On-line Applications \(universityofgalway.ie\)](#)

Please note that appointment to posts advertised will be dependent upon University approval, together with the terms of the Employment Control Framework for the higher education sector.

University of Galway is an equal opportunities employer.

2. Role Relationships

The post holder has specific job contact with:

The role reports to the **G4 Accounts Payable Office Manager**

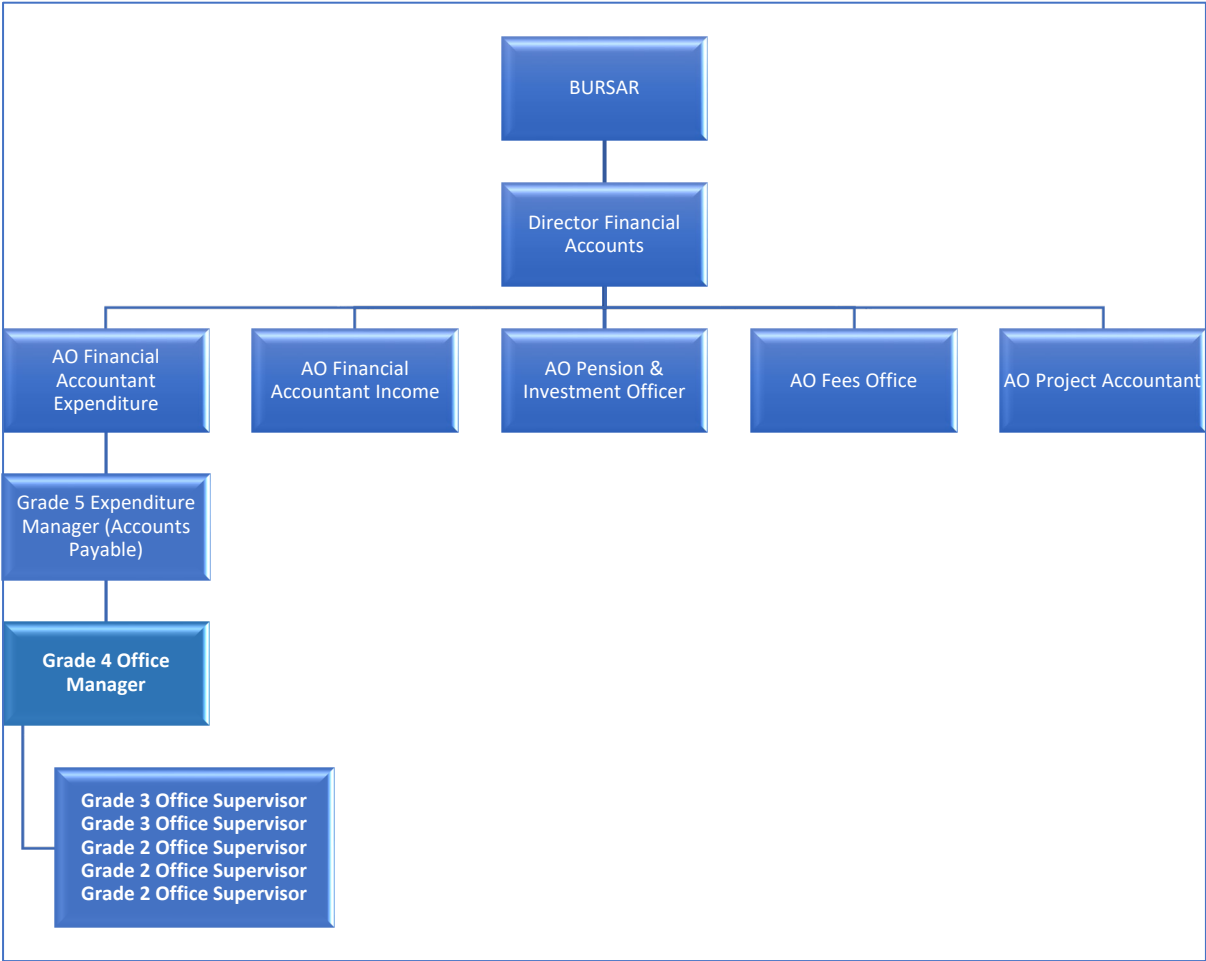
The post holder will interact on a routine basis with:

Bursar's Unit personnel i.e. Financial Accounting, Management Accounting, Research Accounts, Pensions & Investments, the Bursar's Office.

The post holder has general contact with:

Procurement & Contracts Office, University and related entity Officers, Heads of Units, Schools, Colleges, Research Centres, Support Units, General University Staff & Suppliers, Auditors, Bankers, Tax Advisors, Revenue Commissioners, Customs & Excise, Government Departments, the HEA, CRO etc.

Organisation chart to illustrate position of job holder:



Main Purpose of Job

- To provide the Unit with a comprehensive and professional administrative and support service.
- To ensure that NUI Galway meets all of its AP related regulatory, statutory, social, and operational planning obligations.

3. Main Duties and Responsibilities

- Processing large volumes of supplier documentation (invoices, credit notes, delivery dockets, statements etc.) and reviewing same in preparation for processing regular payment runs using multiple banking platforms.
- Supplier statement and similar reconciliations, month and year end audit preparation, and assisting other AP members in managing workload requirements.
- To assist in all aspects of the Accounts Payable function ensuring that the University's interests are safeguarded, that proper processing and payment authorisation has been obtained in all cases and that payments are made in line with strict deadlines and in keeping with various statutory requirements including Tax Clearance procedures and Late Payment in Commercial Transactions Regulations 2012
- To ensure compliance with Revenue Commissioners and other Government Agency regulations in respect of VAT, Subcontractor Regulations, Duty Free purchases, Tax Clearance, and Late Payment in Commercial Transactions Regulations 2012, to include completion of all returns, e.g. VAT, INTRASTAT, CSO, etc.
- Setting-up new supplier accounts on the system and checking for appropriate authorisation by senior management
- Liaise with Auditors – Review audit sample in advance, organise audit documentation where applicable and meet the auditors on site to train them on (enquiry) use of ICT systems.
- To deal satisfactorily with queries from University staff and Suppliers on all accounts payable related matters in a professional, courteous and timely manner.
- To ensure that the University's internal controls and Financial Policies and Procedures pertaining to Accounts Payable are consistently applied.
- To keep up to date with developments in Accounts Payable related matters e.g. I.T. and taxation legislation, e.g. VAT/Intrastat changes.
- Any other duties which may be assigned from time to time by the Accounts Payable Office manager/ Supervisors or which may arise due to legislative/IT development or similar changes.
- Taking ownership of assigned tasks and prioritising competing tasks in order to ensure that they are completed on time and to a high standard with excellent attention to detail.
- Maintain own knowledge of relevant University Policies and Procedures and own area of responsibility.

- At all times working efficiently, using own initiative and as part of a team, in delivering services.
- Providing the highest quality standards in customer service when dealing with the public, stakeholders and internal staff whilst acting on feedback and reporting to line management.

4. Requirements for the role:

The successful candidate will demonstrate the eligibility requirements below in terms of qualification, skills and experience:

- A minimum of two years' experience and demonstrated proficiency in performing day to day financial transactions, including processing, verifying, classifying, and recording accounts payable data using AI powered tools and platforms
- Strong IT skills with proficiency in Microsoft Office especially Excel and SharePoint
- Experience of Finance ERP systems
- Proven ability to work as part of a team
- Proven ability to work to deadlines in a fast-paced environment
- Accuracy in processing and attention to detail
- Excellent communication skills
- A high level of motivation, efficiency, energy and enthusiasm
- Proven ability to interact effectively with multiple participants, staff suppliers, auditors, and other external parties

Desirable Requirements:

- A knowledge of VAT, RCT, & INTRASTAT returns

5. Application

A. Existing University of Galway employees

If you are an existing University of Galway employee, please use the University of Galway Core Portal to apply for this post. The following is a link to the Core Portal <http://ess.universityofgalway.ie>. Core Portal user guides can be found at <https://www.universityofgalway.ie/human-resources/employeeselfservice/>. Please ensure that you read the attached guide prior to applying for this post and allow sufficient time to make your online submission in advance of closing date. Please note that closing dates/times cannot be extended for user error.

Unfortunately, late applications cannot be accepted.

Please note agency staff will need to have three months' continuous service at the closing date of the advertised post. Further information on CORE portal can be found here [CorePortal User Guide - University of Galway](#).

Employment permit restrictions apply for this category of post.

The completed application document must be submitted online to reach the Human Resources Office no later than **17:00pm (Irish Time) on Monday 15th September 2025**.

B. All applicants will receive an acknowledgement of application.

If you do not receive an acknowledgement of receipt of your application or if you have any other queries regarding the application process please contact recruit@universityofgalway.ie or telephone 091-492151.

C. Incentivised Scheme for Early Retirement (ISER):

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of Finance Circular 12/09 that retirees, under that scheme, are debarred from applying for another position in the same employment or the same sector. Therefore, such retirees are ineligible to apply for this position.

D. Pension Entitlements:

This is a pensionable position. Details of the applicable Pension Scheme will be provided to the successful candidate. The Pension element of this appointment is subject to the terms and conditions of the Pension scheme currently in force within the University. This Scheme may be amended or revised by the Irish Government or its agents at any time.

The Public Service Superannuation (Miscellaneous Provisions) Act 2004 set a minimum retirement age of 65 and removed the upper compulsory retirement age for certain New Entrants to the Public Sector on or after 1 April 2004. Effective from 1st January 2013, The Single Public Service Scheme applies to all first-time new entrants to the public service, as well as to former public servants returning to the public service after a break of more than 26 weeks. Compulsory retirement age will be 70.

F. Collective Agreement: Redundancy Payments to Public Servants:

The Department of Public Expenditure and Reform letter dated 28th June 2012 to Personnel Officers 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.

Please refer to Revenue circular (www.revenue.ie/en/about/foi/s16/income-tax-capital-gains-tax.../05-05-19.pdf) for information on revised tax arrangements which may apply on rehire if you have previously received a redundancy payment from University of Galway.

G. Department of Health and Children Circular (7/2010):

The Department of Health Circular 7/2010 dated 1 November 2010 introduced a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for re-employment in the public health sector or in the wider public service or in a body wholly or mainly funded from public moneys. The same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years, after which time any re-employment will require the approval of the Minister for Public Expenditure and Reform. People who availed of either of these schemes are not eligible to compete in this competition.

H. Declaration:

Applicants will be required to confirm whether they have previously availed of a public service scheme of incentivised early retirement and/or the collective agreement outlined

above. The above represents the main schemes and agreements restricting a candidate's right to be re-employed in the public service. However, it is not intended to be an exhaustive list and candidates should declare details of any other exit mechanism they have availed of which restricts their right to be re-employed in the public service. 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.

J. Work Permits:

Work permits are permits which are granted to non-EU/EEA Citizens to allow them to work in Ireland legally. It's an illegal offense to work in Ireland without a work permit and both the employer and the employee are held responsible. For more information on work permits and for future updates, visit the Enterprise, Trade and Employment website www.djei.ie. Please see list of ineligible categories for work permits at <https://dbei.gov.ie/en/What-We-Do/Workplace-and-Skills/Employment-Permits/Employment-Permit-Eligibility//>

Assessment Procedure

A. Board of Assessors

Applications will be considered by a Board of Assessors, who will shortlist and interview candidates. All applications and other materials submitted by applicants will be treated in strict confidence by all panel members and others involved in the administration of the recruitment. No information about the identity of applicants, or details of their applications, will be released to others, except where it is necessary as part of the selection process.

B. Interview Dates

Candidates will be advised of arrangements in due course. We endeavour to give as much prior notice as possible for interview dates etc. Candidates should make themselves available for interview and presentation on the date(s) specified by the University.

Candidates who do not attend for interview or other test when and where required by the University or who do not, when requested, furnish such evidence as the University requires in regard to any matter relevant to their candidature, will have no further claim to consideration.

C. Referees

Referees listed on the application form of the successful candidate will be contacted following interview, with the exception of academic posts.

D. Offer

All candidates will in due course be notified of the outcome of their application. The Human Resources Office will offer the post to the candidate appointed once the appointment has been made by the University Appointing Authority. The successful candidate will be required to submit evidence of age, original qualifications and may be required to complete a medical examination.

Once a conditional job offer has been made, the candidate will be asked to complete a confidential pre-employment health questionnaire that the University's Occupational Health Service will use in order to assess medical fitness to undertake the duties of the post. The information provided on the questionnaire will be used (i) to assess the candidates medical capability to do the job applied for; (ii) to determine whether any reasonable adjustments may be required to accommodate any disability or impairment which the candidate may have; and (iii) to ensure that none of the requirements of the job for which the candidate applied would adversely affect any pre-existing health conditions the candidate may have.

Human Resources Office.