



Mardyke Arena

UNIVERSITY COLLEGE CORK

Part Time Accounts Assistant

Mardyke Leisure (UCC) DAC is an indoor sports facility for the students and staff of University College Cork, for elite sportspeople, and individuals and families.

The Mardyke is the only facility of its kind in Ireland to be accredited with major international business standards; ISO 9001 (Quality Management), ISO 14001 (Environmental Management), ISO 45001 (Occupational Health & Safety Management) and ISO 50001 (Energy Management).

A vacancy exists for a part time Accounts Assistant – 20 hours per week.

As an Accounts Assistant, you will play a crucial role in supporting the finance department with various accounting tasks and ensuring the smooth operation of financial processes. Reporting directly to the Company Accountant, you will be responsible for assisting in day-to-day financial activities, maintaining accurate records, and contributing to the overall efficiency of the finance function.

Key Responsibilities:

Accounts Payable:

- Processing supplier invoices accurately and efficiently.
- Matching invoices with purchase orders and delivery notes.
- Reconciling supplier statements and resolving discrepancies.
- Ensuring timely payments to vendors and managing accounts payable aging.

Accounts Receivable:

- Generating and issuing sales invoices promptly and accurately.
- Monitoring and chasing outstanding customer payments.
- Recording cash receipts and reconciling customer accounts.
- Following up on overdue invoices and resolving billing issues.

General Ledger Maintenance:

- Assisting in the preparation of journal entries and maintaining the general ledger.
- Reconciling bank accounts and credit card statements.
- Recording and reconciling intercompany transactions.
- Assisting in month-end and year-end closing procedures.

Payroll Assistance:

- To cover payroll for annual leave.
- Processing weekly and monthly leave.
- Experience in Sage Payroll desirable.

Financial Reporting:

- Assisting in the preparation of financial statements and management reports.
- Providing support during internal and external audits.
- Generating ad-hoc financial reports and analysis as required.
- Compliance and Administration:
- Ensuring compliance with relevant accounting standards, regulations, and company policies.
- Maintaining organised and up-to-date financial records and documentation.
- Assisting in the implementation of process improvements and efficiency initiatives.

Qualifications and Skills:

- 1 – 2 years' experience in a similar role in Accounting/Finance. Qualified Accounts Technician desirable.
- Proficiency in integrated account software (e.g., QuickBooks, Sage) and Microsoft Excel. Knowledge of Sage 50 preferable.
- Strong Excel & Microsoft skills
- Strong attention to detail and accuracy in numerical data entry.
- Excellent organisational and time management skills.
- Effective communication and interpersonal abilities.
- Ability to work independently and as part of a team.

Application Process:

To be considered for this post please email your CV plus a one-page application (covering letter) to Liz Dillon Moloney, HR Manager at lizmahr@ucc.ie.

What we offer:

- Highest Salaries / Hourly Rate in the Industry
- 20 Days paid annual leave (pro-rata)

- 3-Bonus Paid Days at Christmas
- Generous Company Pension Scheme
- 30 Days Paid Sick Leave Annually
- Paid Lunch Breaks
- Sunday & Bank Holiday Allowances
- Membership of the Arena Facilities
- Ongoing Training and Career Development
- Staff Uniform Provided
- Staff Parking
- Staff Reward & Recognition Programme