

JOB DESCRIPTION

Job title/ Grade:	Accounts Payable Supervisor - Grade V
Reports to:	Financial Accountant
Working Hours:	Job Sharer 17.5 (WTE 35 hours per week)

Mission and Values of the Hospital

Mission

We strive for excellence in meeting the holistic needs of our patients in a caring and healing environment in which the essential contribution of each member of staff is valued.

The values of human dignity, compassion, justice, quality and advocacy rooted in the mission guide us in our work.

We will, within the foregoing context, make every effort to maintain excellence in clinical care, teaching and research.

Core Values

Human Dignity

Compassion

Justice

Quality

Advocacy

Role Summary:

The person appointed to the position of Accounts Payable Supervisor – Grade V - The purpose of the post is to supervise and manage the Accounts Payable function. The accounts payable department is responsible for the prompt payment of all monies owed by the hospital for goods and services provided. It ensures payments are processed in an accurate and efficient manner and in compliance with hospital policies and procedures and current legislation. It provides timely and accurate reporting on the hospital's non-pay expenditure, which in turn provides good financial planning and budgetary management

Essential Qualifications / Experience:

- Recognised 3rd level Finance qualification or currently studying towards.
- A minimum of 2 years relevant experience.
- Broad experience in accounts payable.
- Hospital experience desirable.

Person Specifications: (e.g. Key Skills & Competencies Required)

- Proven organisational and administrative skills.
- Strong interpersonal, written and verbal communication and teamwork skills.
- Excellent ICT skills, including MS Excel proficiency.
- Demonstrate a high level of accuracy and attention to detail.
- Demonstrate an ability to prioritise work and to multi- task.
- Be self-motivated with a high capacity for responsibility and individual initiative.
- Knowledge of Integra system desirable.
- An ability to develop an understanding of the hospital finance function.
- Have a flexible working approach.
- Supervisory skills.

General Accountability:

- Assisting in the smooth running of the accounts payable function.

Specific Accountability:

- Strengthen and grow relationships with vendors and suppliers through timely payments.
- Assist in streamlining and improving the accounts payable process.
- Exercise integrity and confidentiality in financial reporting.
- Comply with national and local financial regulations.

Key Duties and Responsibilities:

- Management of e-mail inbox and post.
- Preparing, checking and processing of invoices and credit notes for payment both manual elements and via the electronic system.

- Answering queries and liaising with suppliers, staff and auditors.
- Resolving issues regarding individual invoices or accounts.
- Checking details of certain invoice i.e. taxi
- Payment and Period End procedures.
- Banking on line payments.
- Reconciliation of supplier accounts.
- Assisting in the preparation of costing exercises
- Preparation of reports and financial data.
- Assisting with budget and budgetary controls
- Assist in preparation of VAT return by St Vincent's University Hospital
- Developing effective working relationships with all relevant stakeholders including suppliers and internal department heads.
- Dealing with auditor queries that refer to accounts payable.
- Supervision of accounts payable staff.

The above Job Description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office

Conditions of Employment:

- Annual Leave Entitlement: 30 days per annum pro- rata. Annual leave is calculated January to December of each year.
- Sick Leave Regulations: Please refer to contract of employment.
- Probationary Period: The appointee shall hold office for a probationary period of six months.
- The terms of the Hospitals Superannuation Scheme (VHSS & SPSPS) will apply to this position.
- A minimum of 1 months' notice of termination of employment is required. Notice of termination of employment must be received in writing.
- Uniform Policy must be adhered to at all times.

Please note the following:

- The Hospital Board is not responsible for loss or theft of personal belongings.
- Fire orders must be observed and staff must attend fire lectures every 2 years.
- Mandatory training must be adhered to and recertified before expiry timeframes occur i.e. Manual Handling, Basic Life support, Intravenous assessment, Hand hygiene education, waste management and Mission effectiveness programme.
- All accidents within the department must be reported immediately.

- In line with the Safety, Health and Welfare at Work Act (1989 & 2005), smoking within the Hospital building is not permitted.
- All Staff are advised to avail of Hepatitis B Vaccination with Occupational Health.

Policies/Legislation

All hospital policies and procedures form an integral part of 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 hospitals ethical codes of practice.

Confidentiality

During your employment you may have access to or hear information concerning the medical or personal affairs of patients, students, staff and / or other health service business. Such records and information are strictly confidential and, unless acting on the instruction of an authorised officer, such information must not be divulged or discussed except in the performance of normal duty. In addition, records must never be left in such a manner that unauthorised persons can obtain access to them and must be kept in safe custody when no longer required.

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 St Michaels 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.

Benefits of working at St Michaels Hospital

- Defined benefit pension scheme.
- Access to learning and development opportunities.
- Library facilities.
- Subsidised staff restaurant.
- Subsidised pharmacy.
- Access to subsidised gym facilities.
- Access to health services credit union.
- Group discount for health insurance.
- Excellent access to public transport including dart and bus routes.
- Tax saver commuter ticket scheme.

- Bike to work scheme.

This job description will be subject to review in the light of changing circumstances and may include any other duties and responsibilities as may be determined from time to time.

Notes

The extent and speed of change in the delivery of health care is such that adaptability is essential in this position. The incumbent will be required to maintain and enhance their professional knowledge, skill and aptitudes necessary to respond to a changing environment. The job description must be regarded as an outline of the major areas of accountability, which will be reviewed and amended on an on-going basis.

Reviewed: Jan 2025

Next review: Jan 2030

Signed:

Date: Staff Member Signed:

Date: Manager:

In order to indicate your acceptance of these conditions, please sign one copy of this contract of employment and one copy of your Job Description and return both to the Human Resources Department within 5 working days.