

Job Description

UNICEF works in some of the world’s toughest places, to reach the world’s most disadvantaged children - to save their lives; to defend their rights; to help them fulfil their potential. Across 190 countries and territories, we work for every child, everywhere, every day, to build a better world for everyone. Entirely funded by voluntary donations, this vital work for children cannot happen without our supporters.

|  |  |
| --- | --- |
| **Job Title** | Accounts Payable Assistant. |
| **Reporting To:** | Director of Finance. |
| **Department** | Finance Team. |
| **Job Location** | UNICEF Ireland. |
| **Hours** | 09-00am to 17:30pm.  |
| **Location**  | Hybrid Working.  |
| **Contract**  | Maternity Cover - 1 Year- Fixed Term. |

**Job Purpose:**

This role as Accounts Payable Assistant is responsible for managing the financial transactions related to UNICEF Ireland’s expenses. This includes processing invoices, ensuring timely payments, maintaining vendor relationships, supporting financial reporting/compliance and acting as a direct support to the Director of Finance and the finance department.

**Main Duties & Responsibilities:**

* **Invoice Processing**
	+ Receive, verify, and process vendor invoices.
	+ Match invoices with purchase orders.
	+ Ensure accuracy and legitimacy of transactions.
	+ Enter and code invoices into Sage Intact.
* **Payment Management**
	+ Schedule and issue payments via payment file or bank transfer.
	+ Monitor payment timelines to avoid delays or service delay.
* **Record Keeping & Reconciliation**
	+ Maintain accurate records of all payable transactions.
	+ Reconcile vendor statements and resolve discrepancies.
* **Reporting & Compliance**
	+ Assist with month-end closing and financial reporting.
	+ Supporting external and internal audit processes by providing necessary documentation.
* **Vendor Relations**
	+ Respond to vendor inquiries and resolve payment-related issues.
	+ Strengthen vendor relationships through timely and accurate payments.
* **Expense Oversight**
	+ Review employee expense reports.
	+ Managing employee expense claims and submitting to payroll for payment.
	+ Credit Card Reconciliation.
* **Administrative Support**
	+ Maintain general ledgers and financial documentation.
	+ Sage Intact Administrator support.

**Experience:**

* **Strong attention to detail and accuracy.**
* **Solid understanding of accounting principles and bookkeeping.**
* **Experience with Sage Intact Accounting software.**
* **Excellent communication and time management skills.**
* **Analytical thinking and problem-solving abilities.**
* **Experience with Microsoft Excel and data entry.**

UNICEF Ireland is committed to adhering to the highest standards of child protection and child safeguarding. UNICEF reserves the right not to employ staff or engage volunteers or other representatives who are deemed to pose or potentially pose a risk to the protection of children, to the full extent permitted by law. Additionally, all candidates must sign UNICEF Ireland’s Child Protection Policy & Procedures before commencing employment, engaging as a volunteer, intern, consultant or representative of UNICEF Ireland.

**To Apply:** Shannen@unicef.ie

**Application closing date:** 22nd of October 2025.