



PERSON SPECIFICATION

Post: Accounts Assistant		Date: 12/08/2026
	Essential Criteria	Desirable Criteria
Qualifications & Experience	• A minimum of 3 years' experience of working in a similar field. • Experience using a specialised accounts package. • Must be eligible to work in the State.	• Experience in the Not for Profit or retail sectors. • Working towards a recognised accountancy qualification
Organisational & Professional Knowledge	• Ability to communicate financial performance to non-finance oriented staff. • Excellent working knowledge of IT systems; excel, word. • Excellent knowledge of accounts systems. (Exchequer would be an advantage) • Good Knowledge of communication systems. • Broad knowledge of the Enable Ireland organisation and the job.	• Experience in a multisite environment • Experience working in Commercial or Fundraising Sectors
CORE COMPETENCIES		
Planning & organising activities & resources:	<i>The post holder will demonstrate an ability to:</i> • Coordinate own workload within a team. • Ability to set own targets and monitor accordingly. • Maintain proper filing and tracking systems. • Experience of compiling financial/statistical information. • Understand the importance of policies and procedures and the implications of same. • Understand the importance of ensuring that financial policies and procedures are adhered to. • Communicate meaningful financial information findings to commercial and fundraising staff. • Must have full clean driving licence	• Understands and takes account of resource limitations
Integrity and Decision Making	• Ability to multitask and prioritise workload	

	• Understand the importance of confidentiality • Respect the policies of Enable Ireland in relation to boundaries, dignity and respect • Makes decisions in an ethical and professional manner	
Building and Maintaining Working Relationships	• Demonstrate excellent communication and interpersonal skills - both oral and written. • Demonstrate active listening skills.	
Team Working	• Understands the importance of team working. • Demonstrate conflict management skills • Proactive in learning new skills from others and applying them • Ability to work as part of a Team and support additional team members in the Finance Department.	
Special Aptitudes & Circumstances	• Proactive approach to overall performance improvement • Excellent problem solving and Judgement skills. • Demonstrate Flexibility/ adaptability/ openness to change	