



IRISH NURSES & MIDWIVES ORGANISATION

Seeks applications for

Permanent Accounts Assistant - Grade IV

The INMO, the largest professional union for nurses and midwives, represents approximately 50,000 members in all disciplines and areas of the Irish health service. The Organisation provides a full range of services including industrial relations, professional advocacy, professional policy, regulatory support, and continuing education.

A vacancy at grade IV has arisen in our Accounts Department based in our Dublin HQ.

Qualifications and Experience:

- ATI Diploma or equivalent accounting/business qualification or relevant experience
- Experience in preparation of external required reports including VAT, income tax and other statutory reports desirable
- Good computer skills with proficiency in Microsoft Excel
- Experience of Intact IQ accounting software desirable
- Team player who can also work on their own as required
- The ability to work to strict monthly deadlines
- Trustworthy and discreet when dealing with confidential information

Key responsibilities:

- Management of accounts payable and receivable
- Nominal control account reconciliations including bank and petty cash
- Updating and maintaining members payment accounts and dealing directly with members queries
- Bimonthly VAT returns and annual tax returns
- Data input/data processing
- Reconciliation of Intact IQ accounting software with Dynamics 365 membership system
- Preparation and payment of expenses and invoices
- Working with spreadsheets, sales and purchase ledgers and journals
- Liaising with members, third party providers and suppliers
- Assist in the preparation of financial statements for the annual audit

A panel may be formed from which future appointments could be made.

Salary Scale: INMO Clerical Grade IV scale (€33,285 to €52,369 inc. LSI). Appointment to scale is dependent on experience and qualifications.

A detailed curriculum vitae should be sent to Angela Clarke, Accounts Manager, angela.clarke@inmo.ie by 5pm, on Friday 22nd August 2025.