Invoice Processing for Finance Teams

This in-person interactive workshop will focus on how Value-Added Tax (VAT) impacts on the processing of invoices. It will also briefly cover the practical operation of Relevant Contracts Tax (RCT) and Professional Services Withholding Tax (PSWT) for businesses impacted by those taxes.

Date: Tuesday 13 October 2026
Times: 09.30 – 13.00
Venue: Irish Tax Institute, Dublin 2
CPD: 3.5 hours
Price: €140
Speaker: Gabrielle Dillon, Dillon VAT

Workshop programme

Time	Sessions	Topics
09:30-10:50	VAT: Session 1	Understanding how VAT impacts on the processing of invoices (to be covered in Sessions 1 and 2) • Bi-monthly VAT return (VAT3) to Revenue • Annual Return of Trading Details (RTD) to Revenue • VAT treatment of payments for intra-Community acquisition of goods and of importation of goods from outside the EU • VAT treatment of payments for services received from outside the State • Self-accounting for VAT on invoices for the acquisition of goods and services from outside the State • Self-accounting for VAT on the reverse charge basis where RCT applies • Administration of VAT - record keeping requirements, valid VAT invoices and credit notes • Practical application
10:50-11:05	Tea/Coffee Break	
11:05-12:30	VAT: Session 2	

12:30-13:00	RCT & PSWT	Practical operation of RCT & PSWT
		• RCT
		  ○ Recognising RCT-related services on an invoice
		  ○ Obligations of principal contractors and subcontractors in relation to invoices and payments
		  ○ Penalties for failure to operate RCT
		• PSWT
		  ○ When to apply PSWT
		  ○ What services are subject to PSWT
		  ○ Payments excluded from PSWT

Gabrielle Dillon is Director and owner of Dillon VAT Advisory Ltd and a Chartered Tax Adviser (CTA). She was previously a VAT Director in PwC Ireland and former director of Twomey Moran, a boutique taxation firm, and of VAT Consultancy firm Dermot O'Brien & Associates. She is the regular author of VAT Cases & VAT News in Irish Tax Review and is a member of the Irish Tax Review Editorial Board. Gabrielle has lectured frequently in VAT for the Irish Tax Institute and other professional bodies. She is co-author of the Institute's publication Value-Added Tax & VAT on Property and current editor of the Law of VAT published by the Institute.