

Accounts Payable Analyst (Maternity Leave Contract)

Job Title: Accounts Payable Analyst (Maternity Leave Contract)

Reports To: Finance Supervisor

Overview

An exciting opportunity has arisen for an Accounts Payable Analyst to join our team to cover an extended maternity contract for 15 months. The role is based in our Limerick office. Our mission is “helping clients achieve their greatest potential using the power of technology”.

Job Purpose

The successful candidate will be responsible for all aspects of the AP function as well as supporting the wider finance team in month end reporting & commercial/business analysis. This is an excellent opportunity to join a busy and fast paced business in a challenging and rewarding role.

Duties and Responsibilities

Technical Responsibilities:

- Updating and reconciling the purchase ledger and the banking records;
- Arranging the creditors payments;
- Ensuring efficient operation of accounts payable function;
- Processing expenses claims forms;
- Cash flow management;
- Preparing the Revenue and HMRC returns;
- Assisting with the production of monthly management accounts;
- Responding to auditors queries on the year-end financial statements;
- Support for the accounts receivable cycle;
- Processing monthly payroll for ROI companies and preparing/reviewing outsourced NI payroll;
- Comply, maintain and promote information security in ActionPoint.

Qualifications and Experience

- Part-Qualified Accountant or qualified Accounting Technician;
- Minimum of 2-3 years’ experience working in industry;
- Experience using accounts software systems and strong MS Excel skills;
- Payroll is desirable but not essential;
- Strong interpersonal and communication skills;
- Good business acumen;
- Ability to work autonomously or as part of a team;
- Excellent written and verbal communication skills in English.

This job description is a summary of the typical functions of the role, not an exhaustive or comprehensive list of possible role responsibilities, tasks and duties and is subject to review. The responsibilities, tasks and duties of the job holder might differ from those outlined in the job description and other duties, as assigned, might form part of the job.