

Accounts Payable Specialist



Glenveagh
Properties PLC

Openhearted
Homemaking



Glenveagh Properties PLC

Job Summary

We have an exciting new opportunity for an experienced Accounts Payable professional to become part of our growing Finance Team. The ideal candidate will have a strong work ethic and be ambitious, highly motivated with a passion and enthusiasm to learn, develop and progress. Reporting to the Finance Director this role is extremely varied and will provide the successful applicant with the opportunity to join a fast growing company working on some of the largest residential developments in Dublin.

Responsibilities Include

- Responsible for Accounts Payable across a number of companies.
- Inputting invoices.
- Matching to Purchase Orders.
- Reconciling the GRNI accounts on a monthly basis.
- Supplier statement reconciliations
- Regular supplier & sub-contractor payments adhering to credit terms.
- Withholding & payment of RCT as applicable.
- Ensuring accuracy of invoices to allow for accurate project analysis.
- Ad-hoc analysis / reports as required.

Requirements / Personal Attributes:

- Financial Services or Business Degree.
- Minimum of 5 years' experience working with high volume invoices and PO's.
- Strong Excel skills and proficient in other MS Office applications. Experience with Sage an advantage
- Experience within the Construction industry an advantage.
- Ability to manage competing priorities and experienced in working to tight reporting deadlines.
- Well organised, self-motivated person with the ability to operate on own initiative.
- Positive, can-do attitude.
- Flexible and adaptable team player
- Ability to work well under pressure and to deadlines in a dynamic fast-paced environment with changing priorities.
- Highly numerate and strong attention to detail and accuracy with ability to produce quality work.
- Strong verbal and written communication skills.

Location

Maynooth, Co. Kildare