



## ACCOUNTS PAYABLE ADMINISTRATOR

The Irish Equine Centre is recruiting an Accounts Payable Administrator.

This role is offered on an 18 month year fixed term contract covering a Career Break starting ASAP and ending 30<sup>th</sup> April 2020.

The role offers a salary dependent on experience and relevant qualifications within the following range: €30,000 to €33,000.

Main duties of the role are:

- You will have the primary responsibilities of processing invoices, managing the Ledger, and gaining all necessary invoice approvals as appropriate
- Maintains accounting ledgers by verifying and posting account transactions.
- Filing of proof of deliveries/invoices and statements.
- Ensure all invoices are authorised prior to posting to ERP system.
- Reconcile prices charged on invoices match to prices on P.O.D.s.
- Interact with suppliers to ensure the supplier account is up to date and reconciled.
- Process supplier payments online and issue of cheques.
- Meet end of month deadlines.
- Other ad-hoc duties in line with business requirements.

To succeed in the role, you will need to have previous experience of:

- Proven working experience as an accounts payable administrator
- High Volume Invoice processing
- Solid understanding of basic bookkeeping and accounting payable principles
- Proficient in MS Outlook, Excel, Word
- ERP Accounts systems experience e.g. SAP, Oracle, Microsoft NAV

Other requirements:

- Ability to work on own initiative and part of a larger team
- High degree of accuracy and attention to detail
- Minimum of two years' experience in a similar Accounts payable role

Please apply by sending a CV and covering letter to Patrick Kelly at [pkelly@irishequinecentre.ie](mailto:pkelly@irishequinecentre.ie) by **Wednesday 31st October 2018**.