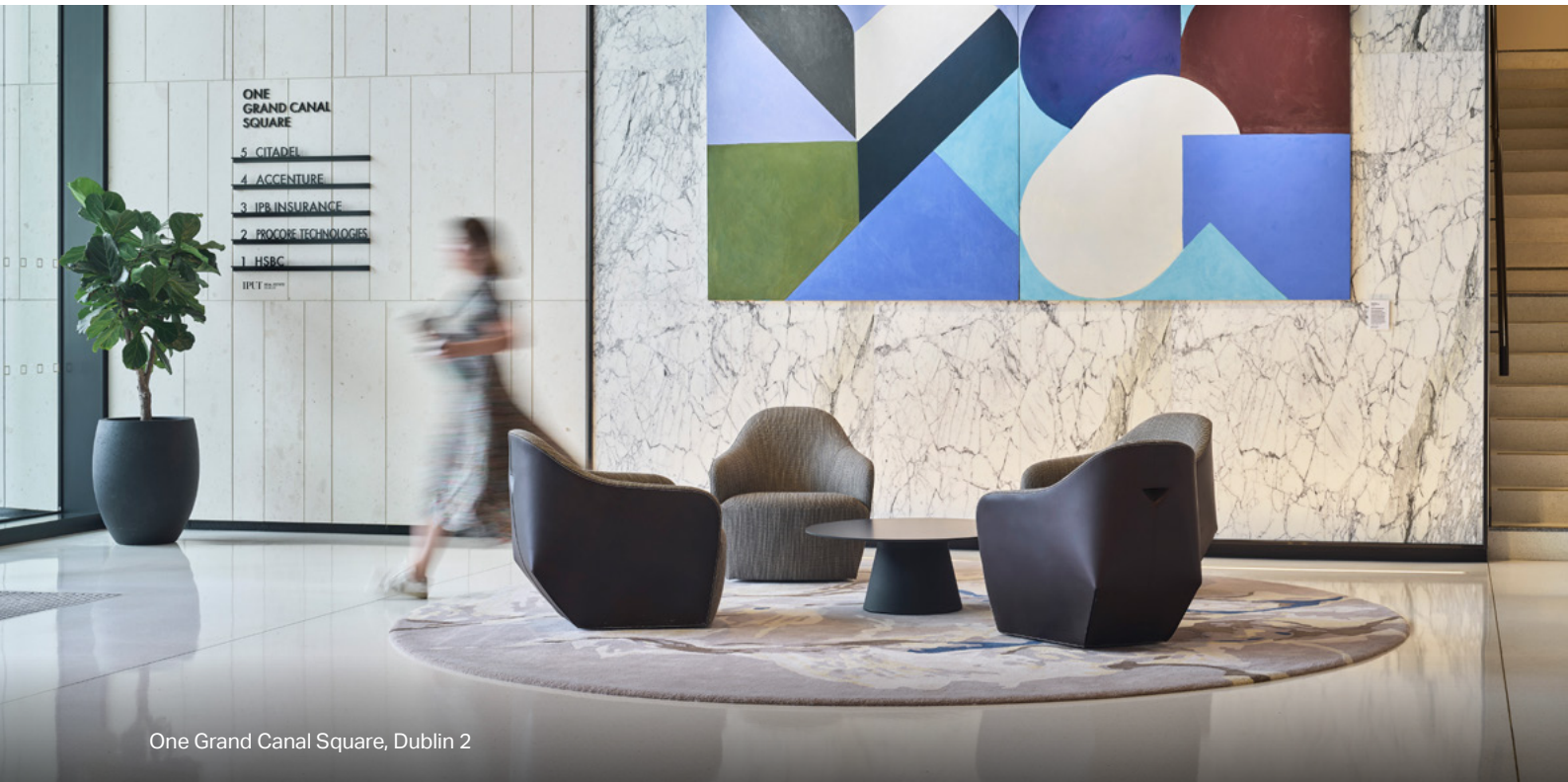


WE ARE HIRING

ACCOUNTS PAYABLE



One Grand Canal Square, Dublin 2

Our ambition is to create spaces where people thrive; modern, sustainable buildings that set the standard for how we work today.

An opportunity has arisen for an experienced Accounts Payable administrator. The successful candidate will work as a key member of the IPUT Finance team, reporting directly to the Director of Finance.

Key Responsibilities

- Responsibility for preparing weekly payment runs
- Processing of all invoices in a timely and accurate manner
- Posting of receipts
- Dealing with supplier queries and reconciling statements
- Provide ad-hoc finance support to other members of the IPUT team as required

Personal Profile

- Accounting Technician/ Accounts Payable with at least 2 years' experience in a similar role
- Experience working with accounting packages and software
- Must be proficient in Excel to intermediate level
- A strong working knowledge of the full MS Office suite
- Strong analytical skills and excellent attention to detail
- Excellent organisational skills with an ability to manage changing priorities
- Strong communication skills, both written and oral
- Good team player
- Pro-active and experience working on own initiative in a busy office environment.
- Flexible, positive approach to work