



Senior AP Specialist

BACKGROUND

Cricket Ireland is the governing body for Cricket at both performance and participation levels throughout All-Ireland, representing the interests of both the men's and women's game.

The future of Irish cricket is very bright given the growth of the sport driven by significant success on the international stage in the last decade leading to an unprecedented visibility for Irish cricket at home and abroad.

Our emergence as a sport of national significance is growing following the elevation of Cricket Ireland to ICC Full Membership and Test Status, along with entry into the sport's Future Tours Programme in both the men's and women's game that now sees Ireland playing consistently against the best teams in the world for the foreseeable future.

Overview

Cricket Ireland is seeking an experienced accounts payable specialist to join their finance team. Reporting to the Financial controller the successful candidate will be responsible for end-to-end processing on the accounts payable function.

Overall Responsibilities

- 🕒 Manage PO system (approval max)
- 🕒 Manage new supplier set up on system
- 🕒 Track PO's and chase outstanding invoices
- 🕒 Verify and process supplier invoices
- 🕒 Ensure invoices are posted to the correct code and cost centre
- 🕒 Liaise with relevant manager on queries relating to invoices/coding
- 🕒 Prepare payment listing for approval
- 🕒 Ensure vat on invoices is treated correctly
- 🕒 Review expense claim and input on to system
- 🕒 Assist in ERR reporting
- 🕒 Process supplier and expense payments
- 🕒 Reconcile supplier statements
- 🕒 Assist auditors with queries
- 🕒 Provide financial support at our international matches.
- 🕒 Support on other ad-hoc duties.

Skills and Experience

Essential

- 🌐 Minimum 3 years' experience in accounts payable role handling a high volume of invoices and expenses
- 🌐 Strong problem-solving skills and ability to resolve issues effectively
- 🌐 Capacity to work independently
- 🌐 Proficiency in Excel and a strong understanding of systems and accounting software
- 🌐 Experience of working in the sport's Industry is an advantage.

Remuneration

- 🌐 The package will include a competitive salary commensurate with qualifications and experience.
- 🌐 The role will be based at the Company's Head Office in Kinsealy, Co. Dublin, Hybrid (3 days office / 2 days home)
- 🌐 Annual Leave of 26 days per annum (plus additional service days after 5 years)

Application Process

- 🌐 Closing Date for application is **Friday 26th July**
- 🌐 Eligibility to work **without** needing a Work Permit or Visa in ROI is **essential**.
- 🌐 The position is full-time and permanent and subject to 3 months' probation.

Interviews will be held as soon as possible after application closing date.