



AN GRÚPA AERFORT NA **Shonainne**
THE **Shannon** AIRPORT GROUP

JOB VACANCY



Accounts Administrator THE SHANNON AIRPORT GROUP (2-Year Fixed Term Contract)

The Shannon Airport Group's established Shared Services Centre (SSC), tasked with creating efficiencies in the performance of back-office administration tasks for the Shannon Airport Group businesses, has an opportunity for an Accounts Administrator on a 2-year Fixed Term Contract, with a primary focus on processing of Retail invoices.



Role Purpose

The Accounts Administrator will provide a high-quality service to the Group Shared Services Centre and support the business by providing efficient and timely transaction processing/back office services. This is initially focussed on processing of Retail invoices however the successful candidate will take on additional roles within the SSC to support the business.

The role requires an adaptable individual who will be flexible in their approach to work.



Key Areas of Responsibility

- Timely and accurate matching of high-volume of retail invoices to delivery documentation
- Proactive investigation of variances and liaising with Retail department to resolve
- Working with AP Associate to ensure timely processing, approval and payment of invoices
- Monitoring of Retail mailbox to resolve and/or escalate supplier queries as appropriate
- Support in compiling information for tax filings e.g. Intrastat return
- Other tasks as required, e.g. creditors reconciliations; administration of supplier accounts
- Assisting with month end close processes & internal and external audits
- Assistance to and cover in respect of other team members
- Develop and maintain strong working relationships with key stakeholders
- Assisting with ad-hoc analysis / one-off projects



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Qualifications, Skills and Experience

The candidate should have

- Proven experience in a high-volume Accounts environment
- Experience with Microsoft office packages e.g. MS Excel and Office
- Experience with Oracle ERP package will be an advantage
- Experience in meeting deadlines, coordinating activities, and escalating risks and issues
- Demonstrable problem-solving skills, with high level of attention to detail and the ability to proactively identify and propose solutions
- Ability to develop and maintain strong working relationships with all business units
- Good communication and interpersonal skills and an ability to work as part of a team or independently as the role may require
- Self-starter with the ability to work on own initiative and a flexible hands-on approach

Applications in the form of a cover letter and current CV (MS Word or pdf) should be sent to: recruitment@snnairportgroup.ie not later than **12 noon on Friday, 18th November 2022.**

Note this vacancy will be advertised external to the Shannon Airport Group.