



**Role:** Group Finance Administrator / Support

**Area:** Group Finance

**Sub Area:** Group Treasury

**Location:** Cork

**Duration:** Permanent    **Salary:** Competitive    **Ref:** 076G19

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Ervia is a commercial semi-state multi-utility company responsible for the delivery of Ireland's national gas and water infrastructure and services through our regulated business, Gas Networks Ireland and Irish Water. Ervia directly employs over 1,600 people who deliver services to 1.6 million customers daily. Our infrastructure supports economic and social development, protects the environment and enhances the health and quality of life of the Irish people.

### **The Role:**

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Reporting to the Head of Group Treasury, the Group Finance Administrator/Support will provide general administrative duties and support across the Group Finance function in Ervia including Group Treasury, Group Internal Audit, Group Risk, Group Financial Planning and Control and Group Compliance. The successful candidate requires excellent organisational skills and an ability to prioritise according to importance and urgency.

### **Duties and Responsibilities to include:**

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- General administrative support for the managers and their respective teams in Group Treasury, Group Internal Audit, Group Risk, Group Financial Planning and Control and Group Compliance.
- Diary management, the organisation and scheduling of meetings, travel and accommodation arrangements.
- Administration and handling of incoming and outgoing post / calls as required.
- Ordering stationery and office supplies, typing of correspondence/reports, proof-reading, printing filing, photocopying as required
- Creating presentations, spreadsheets and other complex documents. Initiating or preparing non-routine reports.
- Typing of correspondence/reports, proof-reading, printing and filing as requested by the teams.
- Booking meeting rooms for teams, issuing calendar invitations to participants, circulating conference call details and arranging refreshments as required.
- Raising service requests on behalf of the teams including movers, leavers and joiners.
- Raising and receipting purchase requisitions on Oracle.
- Loading papers onto Board Pad for Executive meetings
- Providing cover for Group Treasury Back Office for operational banking duties including transaction processing, confirmation and settlement
- Ervia Group credit card administration and reporting
- Assisting in monitoring and reporting of Treasury control testing, and resolving issues that may arise.
- Managing Treasury document control and repository.
- Co-ordinate meetings, preparing agendas and recording and distributing of team minutes.
- Documenting processes and implementing efficiencies as they are developed.
- Identifying opportunities for process improvement and implementing solutions.
- Other duties as may be assigned from time to time.

## Knowledge, Skills and Experience:

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- Relevant experience in an administrative role.
- Excellent administration and organisational skills with proven ability to multi task.
- Ability to build and maintain strong relationships with internal/external customers.
- Ability to deal discreetly with all tasks and activities in a professional and confidential manner.
- Excellent communication and interpersonal skills.
- High degree of flexibility and the ability to adjust to new work structures, processes, and requirements as necessary.
- Excellent typing skills.
- Skilled in Microsoft applications including Excel, Word and Powerpoint.
- Experience of Oracle and Sharepoint is desirable.
- Excellent attention to detail.
- High levels of integrity and professionalism.
- Ability to adhere to rigid deadlines.
- Strong team player with a demonstrated ability to work with others and to work on own initiative.
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**The closing date for receipt of applications for this vacancy is the 14<sup>th</sup> June 2019**

Applications, including a current Curriculum Vitae should be emailed to: [recruit@ervia.ie](mailto:recruit@ervia.ie)

**\*Please include the Reference Number for this Role when making an application\***