



**Role:** Financial Reporting & Accounting Analyst  
**Area:** Business Services  
**Sub-Area:** Finance Business Operations - Reporting & Accounting Team  
**Location:** Dublin / Cork

**Duration:** Fixed Term    **Salary:** Competitive    **Ref:** 047S19

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Ervia is a commercial semi-state company which provides strategic national gas and water infrastructure and services in Ireland through our regulated businesses, 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. Ervia is currently undergoing an organisational transformation to centralise the IT, HR, Finance and Supply Chain functions through the formation of an Ervia Business Services model. This will create synergies and a 'one team' Ervia culture. Ervia's Business Services organisation will define, maintain, and operate end-to-end customer focused IT, HR, Finance, Supply Chain capabilities and processes in support of the overall Ervia strategic priorities.

### **The Role:**

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The Reporting & Accounting team are responsible for the delivery of all reporting and accounting processes and activities.

Part of the Financial Reporting and Accounting team, the Financial Reporting & Accounting Analyst will ensure the delivery of month end, monthly financial reporting, supporting statutory reporting and contractual reporting or other stakeholder reporting. The role requires technical accounting expertise, excellent systems experience combined with solid experience in a similar role.

### **Duties and Responsibilities:**

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- Maintain the financial accounting and reporting process documentation and ensure detailed work instructions are developed for the role.
- Assist in the delivery of all financial reports in a streamlined, timely and efficient manner in accordance with the agreed financial calendar.
- Support the delivery of the annual statutory financial statements.
- Prepare financial reports including Cost Centre Reporting, opex grants, stakeholder reporting and support for commercial contracts and billing.
- Complete the full period end close process, ensuring that period end close activities are performed according to agreed close schedules.
- Prepare manual journals for uploading (accruals etc.), review the journal uploads prior to posting, monitor automated journal uploads and correcting errors in automated journals.
- Interface with the IT area to address challenges / issues in journals.
- Review preliminary reconciliations, identifying and posting adjustments where required.
- Perform reconciliations in line with period close deadlines, such as balance sheet reconciliations within the approved timelines.
- Deliver process improvement initiatives.
- Work with the business to ensure the accuracy of inputs to the general ledger.
- Complete quality control on the levying of costs and expenses against and within business and liaise with the finance leads to ensure transactions are complete and accurately recorded.
- Ensure that costs are recorded in the right Licenced entity.
- Work with the finance teams and the broader business.
- Develop good working relationships with Reporting and Accounting customers.
- Adopt a 'one team' culture.
- Ensure adherence to Ervia Group accounting policies.
- Complete month end in compliance with the control environment and identify process improvements if required.

- Provide information to the external auditors as required.
- Escalate issues to the Financial Reporting & Accounting leads as appropriate.
- Ensure all deliverables are implemented in accordance with the KPI's in the SLA.
- Perform other duties as required from time to time.

#### **Knowledge, Skills and Experience:**

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- Relevant third level degree with at least 3-5 years' experience.
- A recognised accounting qualification (ACA; ACMA; ACCA) or equivalent.
- Familiarity working with Oracle eBusiness Suite and hyperion is advantageous.
- Capable of working on own initiative and also part of a team.
- Excellent skills in excel and experience in PowerPoint and Word.
- Enthusiastic committed self-starter with proactive approach to problem solving.
- Experience with identifying improvement opportunities, generating ideas and implementing solutions.
- Proven ability to create and develop good working relationships to facilitate the accomplishment of work goals, coupled with the ability to gain commitment from others.
- Excellent analytical skills and be able to identify and analyse problems and potential improvements, and propose and implement solutions.
- Strong written and verbal communication skills.
- Ability to set own high standards of performance and delivering desired results.

**The closing date for receipt of applications for this vacancy is 17<sup>th</sup> April 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\***