



Role: Accounts Payable Administrator (x2)

Area: Business Services

Sub-Area: Transaction Services

Location: Cork

Duration: Fixed Term **Salary:** Competitive **Ref:** 111S19

Ervia is a commercial semi-state company which provides strategic national gas and water infrastructure and services in Ireland. Through our regulated business, Gas Networks Ireland, we build and operate one of the most modern and safe gas networks in the world. In 2014, we took responsibility for the operation and maintenance of Ireland's water and wastewater assets through our other regulated business Irish Water. Ervia directly employs over 1,600 people who deliver services to 1.6 million customers daily. We are guardians of the national assets and experts in our field. Our infrastructure supports economic and social development, protects the environment and enhances the health and quality of life of the Irish people.

Background:

The Finance Transaction Services function within the Ervia Business Service Centre is responsible for providing a consistent, effective and cohesive service to Ervia in relation to finance and accounting activities including; Accounts payable and receivable, bank reconciliation and payroll services. Finance Transaction Services will provide these services to all of Ervia's organisations including; Ervia Networks, Group and Irish Water.

The Role:

Reporting to the Accounts Payable Team Lead, the Accounts Payable Administrator executes Accounts Payable activities and act as the customer interface for AP, including processing and managing all invoices received.

Duties and Responsibilities:

- Acting as the customer interface in answering any accounts payable queries received.
- Receiving and processing large volumes of payables invoices received within the organisation from a central location.
- Completing the matching process between invoice, Purchase Orders and Good Receipts notices within the finance system to enable payment.
- Ensuring adherence to relevant policies and procedures from a compliance point of view
- Seeking opportunities for continuous improvement / implementation of best practices to improve performance.
- Contribute to the development of the Shared Services culture to attain desired goals which will include efficiency and effectiveness targets.
- Handling exception processing (e.g. PO compliance, variance in values / amounts noted on invoice), routing exceptions to appropriate business contacts for resolution, actively managing the exception resolution process.
- Placing invoice and supplier blocks as required.
- Support Internal and External Audits.
- Responding to all queries received from suppliers and/ or vendors. Managing and tracking all such queries, escalating as required to the business and closing these queries on a timely basis.
- Maintaining vendor master data details through an agreed process which will include the sign off on and processing of all master data changes.
- Reporting on status and issues to AP Lead, escalating issues as required.
- Meet individual objectives and contribute to the achievement of the teams overall objectives.
- Other duties as required from time to time.

Knowledge, Skills and Experience:

- Relevant third level qualification

- 2 years' work experience in a similar position within a Shared Services Environment is desirable
- Experience of operating in a utility company or in a regulated industry would be an advantage.
- Strong organisational and analytical capabilities with attention to detail, high levels of integrity, and professionalism at all times, with a proven ability to multi-task.
- Ability to work well in a fast paced target driven environment.
- Sound judgment and decision making skills and ability to work under pressure.
- Excellent influencing, interpersonal and communication skills.
- Capable of working on own initiative.
- Customer Focused and a good team player.
- Enthusiastic committed self-starter with proactive approach to problem solving.
- Familiarity with ERP systems, particularly Oracle would be advantageous.
- Excellent skills in Excel and experience in PowerPoint and Word.
- Ability to work with others to ensure success in the performance of a team.
- Excellent verbal and written communication skills with the ability to convey messages in a clear and sufficient manner.
- Proven effective time management skills with the ability to prioritise and remain focused.
- Flexible with regards working in a changing environment and the ability to adjust to new work structures, processes, and requirements as necessary.
- Proactively identifying new areas of learning and using newly gained knowledge and skill on the job.
- Striving for quality and ensuring consistent high standards of work.

The closing date for receipt of applications for this vacancy is 1st October 2019

Applications, including a current Curriculum Vitae should be emailed to: recruit@ervia.ie

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