



Cycling Ireland (CI) is the National Governing Body for cycling across the island of Ireland. Cycling is recognised as a priority sport within the National Sports Policy and is one of Ireland's most popular sporting activities. Cycling Ireland has a membership of 25,000 people, sanctions 1000 events and manages over 200,000 event entries.

Job Description – Accounts Payable Assistant

Supporting the finance department, Chief Executive Officer, and management team by competing all accounts payable routines. The Accounts Payable Assistant will provide a valued service to Cycling Ireland Team by executing the accounts payable function in an efficient manner.

Responsibilities will include:

Specific Duties

- Maintaining accounts payable nominal ledger accounts/Supplier setup
- Preparing accruals and prepayments.
- Processing business expenses.
- Completing financial reports on a regular basis and providing information to the management team.
- Administering creditors ledger.
- End to end accounts payable and processing.
- Purchase orders procedures.
- Payment run procedures.
- Invoice queries/ creditor reconciliations
- Credit card reconciliations

Knowledge & Experience

- Experience in a similar role.
- Strong IT skills
- High level of interpersonal skills and the ability to be innovative and generate new ideas.
- High standard of attention to detail with ability to produce and access information efficiently and accurately.
- Excellent communication, literacy and interpersonal skills.
- An ability to use own initiative and, work as part of a team including across the organisation
- Ability to take a lead on projects or initiatives
- Be eligible to work in Ireland on a full-time basis
- Excellent written and verbal communication skills

How to apply:

All applications to include CV and cover letter must be sent to exec@cyclingleireland.ie on or before COB 2nd September 2022.

Cycling Ireland is an equal opportunity employer, celebrating diversity and championing inclusivity. If you require any reasonable accommodations to assist you in participating in the employee selection process, please simply let us know. We heartily encourage all interested parties to apply.