



Food Group

ACCOUNTS PAYABLE VACANCY

ABP Food Group is the UK's and Ireland's largest beef processor, and we also operate substantial renewable, pet food, and protein divisions. We employ over 11,000 people at over 35 processing facilities around the world.

ABP Food Group is currently recruiting for the role of an Accounts Payable Clerk to join our busy Finance Department. This is a 9 month maternity leave cover role. The successful candidate will be based in the Mid-West, North Tipperary Region.

Job Description

In this job you will be responsible for the processing of invoices, job costing and the issuing of payments. You will play an important role in the efficient operation of your company by maintaining financial records and assisting with the overall operation of your organisation's finance department.

Responsibilities and Duties:

- Reviewing and verifying invoices and cheque requests.
- Sorting, coding and matching invoices before setting them up for payment.
- Preparation and processing of electronic transfers and payments.
- Maintenance of vendor files.
- Liaising with clients.
- Working to continuously improve the payment processes of your company.
- Ensuring the correct supporting documentation is available for audits.
- Processing, maintaining and analysing data used for costing determinations and financial reports.
- Processing Purchase Orders for various departments.
- Producing daily production reports.

Skills and Qualifications:

- 2-3 years' experience in a similar role.
- Knowledge of general accounting principles, regulatory standards and compliance requirements
- General math skills
- Proficiency in MS Office, including the ability to operate computerized accounting and spreadsheet programs
- High degree of accuracy, attention to detail and confidentiality
- Excellent data entry skills
- Excellent analytical, problem solving and decision making skills
- Effective verbal, listening and written communication skills
- Effective organizational, stress and time management skills
- Demonstrates a sense of urgency and ability to meet deadlines
- Ability to work independently or as a team member

This is an excellent opportunity for someone seeking a challenging career with one of the largest indigenous agri-business in Ireland. Please send your CV to recruitment@abpireland.com