Accounts Payable Specialist (Remote from Portugal)

ABOUT US:

At Greyhound Recycling, we are committed to creating innovative, sustainable solutions. As a fast-growing leader in waste management and recycling in Ireland, we are passionate about building a greener, cleaner future. Our mission is to turn waste into energy and implement cutting-edge recycling practices that advance the circular economy, ensuring resources are used efficiently. We are currently seeking a **Accounts Payable Specialist** to join our team, working remotely from Portugal.

ROLE OVERVIEW:

The **Accounts Payable Specialist** will play an important role within the Finance team, ensuring the accurate and timely processing of supplier invoices, expense reports, and payments. This role involves maintaining strong vendor relationships, supporting month-end close activities, reconciling accounts, and ensuring compliance with company policies and relevant financial regulations.

You will be part of a collaborative team based across different regions, supporting the Irish business remotely from Portugal.

The position is ideal for an organised, detail-oriented finance professional with strong analytical skills, excellent attention to detail, and a commitment to delivering high-quality work in a fast-paced environment.

RESPONSIBILITIES:

Suppliers Ledger

- Monitoring central AP mailbox and importing Invoices/Credit notes to the approval system.
- Reviewing and importing approved supplier's invoices and credits to finance systems.
- Monitoring Invoice approval level and follow up approval with managers.
- Requesting and reconciling creditors statement to include requesting any missing documents and addressing variances.
- Opening new supplier accounts.
- Maintaining process documents for the AP function.
- Liaising with suppliers to resolve queries and sending remittances on request.

Payments and Banking

- Reviewing creditors reports and proposing weekly payment schedule.
- Processing electronic bank payments.
- Entering bank transactions and reconciling bank accounts.
- Setting up new beneficiaries in online banking.
- Uploading payroll files to online banking.

Month End Activities

- Running reports on unprocessed invoices and open POs for accruals.
- Posting journals for intercompany creditor re-class.
- Posting weekly and monthly payroll journals.
- Participating in the preparation VAT file to support VAT returns.

Other Responsibilities

- Leases and loan repayment monitoring and maintaining related paperwork.
- Ensure compliance with company policies and procedures.
- Assisting with ad hoc projects.

KEY COMPETENCIES AND EXPERIENCE:

- A degree or diploma in Finance, Accounting, or a related field.
- Minimum three years previous experience in an Accounts Payable role, preferably in a multinational shared services office.
- Experience with financial software and ERP systems (e.g. Sage).
- Proficiency in Microsoft Office, particularly Excel.
- Excellent attention to detail and organisational skills.
- Ability to manage multiple tasks and meet deadlines.
- Fluency in English.
- Strong communication skills, both written and verbal.
- Ability to work independently and as part of a team.
- Availability to travel to Ireland for short periods of time.

WHY JOIN US?

This is an exciting opportunity to play a key role in shaping the future of a market-leading organisation in Ireland. We offer a competitive salary, performance-based incentives, and a comprehensive benefits package.

Join us to make a tangible difference in both business success and environmental impact. If you would like further information on the position, please don't hesitate to contact us on hroffice@greyhoundrecycling.com or visit https://greyhound.ie/