

Finance & Administration Assistant (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.

ROLE OVERVIEW:

We are seeking a Finance & Administration Assistant to join our finance team remotely from Portugal. The role provides day-to-day support across Accounts Payable (AP), Accounts Receivable (AR), general accounting, and administrative tasks. It suits an organised finance professional with 1–2 years of relevant experience, strong English communication skills, and confident use of Excel and modern finance systems.

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

- Entering bank transactions and reconciling bank accounts.
- Setting up new beneficiaries in online banking.

Month End Activities

- Running reports on unprocessed invoices and open POs for accruals.
- Participating in the preparation VAT file to support VAT returns.

Other Responsibilities

- Provide Accounts Receivable (AR) support.
- Organise digital finance documentation.
- Assist with ad hoc finance, accounting and administrative projects and tasks.
- Ensure compliance with company policies and procedures.

KEY COMPETENCIES AND EXPERIENCE:

- A degree or diploma in Finance, Accounting, or a related field.
- 1–2 years' experience in an accounts payable, accounts receivable, or finance administration role.
- Strong Excel skills; Power Query familiarity is an advantage.
- Hands on experience with accounting or ERP software.
- 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/>

