



Glanua



#JOB-2444498



Loughrea, Co. Galway,



No of positions : 1



Paid Position



39 hours per week



Negotiable



23/04/2026



21/05/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : recruitment@glanua.com



Open your camera app & point here to view this ad online



Construction - Accounts Payable Technician

Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

Job Description

The main duties and responsibilities of the Accounts Payable Technician are outlined as follows:

Familiarity with multiple trading companies within one group – UK and Ireland.

Process and verify supplier invoices, ensuring accuracy and correct matching to purchase orders and receipts

Prepare, code, and post invoices and payments in the ERP system (SAP S/4HANA)

Maintain and update vendor master data and manage supplier queries and disputes

Ensure accurate digital recordkeeping and reconcile accounts payable balances

Support month-end close activities and assist with audits and compliance requirements

Adhere to company policies, internal controls, and relevant tax regulations

Collaborate with internal teams to resolve invoice and payment issues

Produce accounts payable reports and provide financial data support to the finance team

Ad-hoc support within the Accounts Payable team.

Assist with ad-hoc projects as and when they arise within the Finance function.

Knowledge, Skills and Experience:

The main knowledge, skills and experience required of the Accounts Payable Technician are outlined as follows:

Strong data entry skills.

Ability to take initiative.

Proven track record in Accounts.

Managing deadlines.

Attention to detail

- **Sector:** construction

Career Level

- Not Required

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 1

- **Minimum Qualification:**No Qualification

(Desirable)

- **Ability Skills:** Administration, Analytical, Communications, Computer Literacy

- **Competency Skills:** Collaboration, Decision Making, Flexibility, Initiative