



BSA Nova Limited



#JOB-2445056



132A Richmond Road, Drumcondra, Dublin 3,  
D03 TF21



No of positions : 1



Paid Position



39 hours per week



36720.00 Euro Annually



28/04/2026



26/05/2026

## How to apply

### Application Method :

Not available



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## Accounts and Operations Manager

### 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 Accounts and Operations Manager oversees the AR & AP and daily operations being responsible for liaising with suppliers and clients. This role involves invoicing, collections, supplier payments, managing staff, optimizing processes, defining rosters, coordinating schedules, controlling costs vs budgets, and collaborating with other departments to meet operational goals.

#### Key Responsibilities:

AR: invoicing and collections.

AP: supplier payments and payment terms management.

Supervise and lead different teams of employees, providing training, support, and performance feedback.

Monitor workflow and productivity to ensure targets are met or exceeded.

Develop and implement process improvements to enhance efficiency and reduce costs.

Ensure compliance with safety regulations, company policies, and quality standards.

Schedule and assign tasks, shifts, and resources based on operational needs.

Resolve operational issues in a timely and effective manner.

Validate timesheets, maintain accurate records and prepare regular reports.

Collaborate with other departments (e.g. Management, HR, Accountant, other) to support organizational objectives.

Foster a positive work environment focused on continuous improvement and team engagement.

#### Qualifications:

High school diploma or technical diploma in accounting or related field required.

Basic English communication skills (verbal and written) required.

Fluency in Portuguese preferred.

2+ years of experience in an operations or supervisory role.

Strong leadership and team management skills.

Excellent problem-solving and decision-making abilities.

Effective communication and interpersonal skills.

Proficiency in Microsoft Office and experience with ERP or inventory management systems.

- **Sector:** administrative and support service activities

### **Career Level**

- Managerial