



CIRCLE K IRELAND LIMITED



#JOB-2445073



Circle K Support Office, Dublin 4,



No of positions : 1



Paid Position



40 hours per week



Competitive



28/04/2026



26/05/2026

## How to apply

### Application Method :

Please apply to the vacancy by the following means:

URL :

<https://workwithus.circlek.com/global/en/ireland-search-results>



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



## Retail Finance Manager - Circle K

### 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

Circle K is seeking a highly skilled and detail-oriented Retail Finance Manager – Station Accounting to join our Finance team.

This role is responsible for assessing controls and processes across cash, stock, and invoicing, identifying risks, and recommending improvements.

You will oversee audit processes for sites, ensuring robust control mechanisms and operational compliance.

This is a full time, permanent role based five days on-site in Circle K Support Office, Dublin 4. Regular travel to Circle K stations nationwide will be required.

### Key Responsibilities

Control and continuously improve end-to-end cash, stock, and invoicing processes.

Prepare weekly and monthly KPI reports on cash, invoicing, and stock control, providing actionable recommendations.

Manage team of two Retail Auditors.

Review site and store operations to assess risk management, control mechanisms, and loss-prevention processes for cash, stock, and invoices.

Implement the monthly work plan as approved, including special projects requested by the Finance

Director.

Conduct investigations into significant issues and collaborate with teams to resolve findings.

Manage relationships with third-party cash and stock-take suppliers.

Oversee and review the internal audit process, managing a team of two auditors.

Support ad-hoc projects, providing financial reviews to ensure proper system setup and project profitability.

#### Qualifications & Experience

Accounting or business management qualification with strong reporting systems knowledge.

Post-qualified accounting experience, ideally within the retail industry.

Strong IT skills, particularly Microsoft Excel, PowerPoint, and Word.

Positive, can-do attitude with high levels of motivation, commitment, and enthusiasm.

Full driver's license is required for this role, due to regular site visits.

Excellent analytical, troubleshooting, organisational, and problem-solving skills.

Attention to detail with a focus on delivering high-quality results.

Team-oriented while capable of working independently.

Proactive in seeking opportunities to exceed expectations and contribute to business growth.

- **Sector:** wholesale and retail trade; repair of motor vehicles and motorcycles

#### **Career Level**

- Experienced [Non-Managerial]