



InisCare



#JOB-2446210



81A Applewood Main Street, Applewood,  
Swords, Co. Dublin, K67 WV30



No of positions : 1



Paid Position



40 hours per week



38000.00 Euro Annually



06/05/2026



03/06/2026

## How to apply

### Application Method :

Please apply to the vacancy by the following means:

Email : Amy@iniscare.ie



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



## Financial Project 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

Job Title: Financial Project Manager

Location: Applewood Village, Swords, Co. Dublin (First Floor, 81A Applewood Main Street, K67 K5D2)

Salary: €38,000 per annum

Reporting To: Finance Manager

Working Hours: Monday to Friday, 09:00 – 17:00 (30-minute lunch break)

Annual Leave: 22 days

### Role Overview

The Financial Project Manager will take full ownership of the Debtors Invoicing and Payment Collection project, a critical function supporting the organisation's monthly revenue cycle. This role plays a key part in ensuring accurate billing, timely revenue collection, and strong financial governance as the organisation continues to grow.

In addition, the role will support wider finance team activities across accounts payable, financial reporting, compliance, and process improvement initiatives.

### Benefits

Salary of €38,000 per annum

22 days annual

Stable working hours (Monday–Friday)

Opportunity to contribute to a critical financial function within a growing organisation

### Key Responsibilities

## Financial Project Management

Lead and coordinate all financial project activities related to the monthly revenue cycle.

Prepare for upcoming billing cycles on a weekly basis and manage the execution of monthly invoicing.

Monitor billing receivables processes to ensure efficiency and accuracy.

Manage timelines to ensure invoicing cycles are completed within a strict 10-working-day deadline.

Act as the primary project contact with the HSE (Health Service Executive).

Collaborate with the HSE to implement required financial processes, resolve issues, and meet revenue deadlines.

Ensure all processes comply with HSE accounts payable standards.

Manage engagement with private customers to support timely payments and maintain strong relationships.

Provide weekly progress updates to the Finance Manager, including risks and improvement plans.

Support senior management and board reporting with relevant financial insights.

## Accounts Payable

Process creditor invoices accurately and in a timely manner.

Manage supplier accounts and ensure timely payments.

Review and manage all purchase orders.

## Data Entry & Financial Systems

Maintain accurate financial records within the company's systems, including Sage.

Process bank reconciliations and ensure all transactions are recorded correctly.

Post debtor and creditor invoices, bank payments, and receipts.

Ensure timely and accurate data entry across all financial transactions.

## Financial Reporting

Support the preparation of monthly financial reports and analysis.

Assist in budgeting, forecasting, and variance reporting.

Process journals within Sage as required.

## Compliance & Audit

Ensure compliance with Irish tax laws and regulations, including VAT returns.

Assist in audit preparation and liaise with external auditors.

Support compliance reporting and internal controls.

## Ad Hoc & Administrative Support

Provide general administrative support to the finance department.

Assist with process improvement initiatives and finance-related pro

- **Sector:** financial and insurance activities

### **Career Level**

- Entry Level