



FOCAL FACT LIMITED



#JOB-2447609



Office 004, Block 5, Tallaght Rtl Ctr, High Street, Dublin 24, D24 YK8N



No of positions : 1



Paid Position



40 hours per week



37545.00 Euro Annually



08/05/2026



05/06/2026

### How to apply

#### Application Method :

Not available



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## Finance Executive

### 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

Location: Office 004, Block 5, Tallaght, Dublin 24, Ireland

Annual Remuneration: €37,545 (fixed)

Hours of Work: 40 hours per week (Monday–Friday)

#### Description of Employment

This role is required to support the company's financial operations, specifically managing accounts payable, overseeing RFQ/proposal-related financial processes, and ensuring compliance and reporting for outbound payments to experts and vendors.

#### Key Duties and Responsibilities

- Administer the full accounts payable function, including invoice processing, verification, and payment execution

- Manage outbound payments to experts and vendors, ensuring accuracy and timely processing

- Ensure compliance with internal financial controls, audit requirements, and applicable regulations

- Maintain accurate financial records and supporting documentation for all transactions

- Support RFQ and proposal processes by providing cost inputs, validating pricing, and tracking financial commitments

- Reconcile accounts and investigate discrepancies as required

- Prepare regular reports on payment activity and outstanding liabilities

- Liaise with internal teams to ensure alignment between project delivery and financial processes

- Assist with audits and provide documentation as required

- Identify and implement improvements to financial processes and controls

- Ensure adherence to data protection and confidentiality requirements

#### Skills, Qualifications, and Experience

- Bachelor's degree in Finance, Accounting, or related discipline

- Minimum 3 years' experience in accounts payable or finance operations

- Experience managing high-volume payments to vendors or contractors

- Strong understanding of financial controls and compliance requirements

Proficiency in accounting software and Microsoft Excel

Strong attention to detail and organisational skills

Ability to work within defined procedures and meet deadlines

- This vacancy is suitable for Remote/Blended working
- **Sector:** professional, scientific and technical activities

**Career Level**

- Entry Level