



HR Buddy Ltd.



#JOB-2450268



75 Saint Stephen's Green, Dublin 2, D02

PR50



No of positions : 1



Paid Position



40 hours per week



40000.00-60000.00 Euro Annually



26/05/2026



23/06/2026

How to apply

Application Method :

Not available



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



Accounts Receivable Specialist

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 Duties

- 1. Bill Verification & Exception Resolution:** Audit logistics, insurance, and related invoices to identify discrepancies. Resolve exceptions promptly to accelerate receivables recovery, reduce bad debt risk, and improve settlement efficiency and client satisfaction.
- 2. Process Optimization & System Enhancement:** Identify settlement workflow bottlenecks and recommend system improvements. Implement automation tools to reduce manual work, improve accuracy, and support business growth.
- 3. Risk Control & Compliance Oversight:** Review contract terms, settlement documents, and fund flows to identify compliance risks. Ensure adherence to financial policies and regulatory requirements.
- 4. Cross-Functional Collaboration:** Work with business, technology, and finance teams to resolve settlement issues. Provide financial training and data insights to improve operational efficiency.
- 5. Data Analytics & Strategic Insights:** Prepare settlement analysis reports and use data modelling to identify risks and opportunities. Provide actionable insights to support management decisions.
- 6. Receivables Management & Bad Debt Mitigation:** Monitor receivables aging and collection progress. Implement recovery strategies and analyse bad debt causes to improve financial stability.

Skills

Financial Acumen & Risk Management: Experience in bill verification, receivables management, and compliance risk identification.

Process Optimization & Systems Thinking: Ability to improve workflows and implement automation solutions.

Data Analytics & Modelling: Strong analytical skills to generate insights, monitor KPIs, and support decision-making.

Communication & Collaboration: Excellent communication skills with the ability to work across business, technology, and finance teams.

Problem-Solving: Proactive approach to resolving billing issues and reducing bad debt risks.

Language Skills: Fluent in Chinese and English.

Qualifications:

Education: Bachelor's degree in Finance, Accounting, Economics, Business Administration, or a related field.

Technical Proficiency: Advanced Excel skills, including pivot tables and data modelling. Experience with ERP systems (e.g., SAP or Oracle) is preferred.

Certifications: CPA, ACCA, or CMA certifications are an advantage.

Experience Required:

Professional Experience: 3–5 years of experience in financial settlement, accounts receivable, billing operations, or process optimization.

Industry Background: Experience in logistics, supply chain finance, or fast-paced corporate environments preferred.

Track Record: Experience improving systems, reducing manual processes, and lowering bad debt rates.

Project Management: Ability to lead cross-functional projects and deliver data-driven reports to management.

- This vacancy is suitable for Remote/Blended working
- **Sector:** financial and insurance activities

Career Level

- Professional

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 3
- **Minimum Qualification:** Level 8 (incl Higher Diploma & Honours Bachelor Degree)
- **Languages:** Chinese C2-Master (Fluent)

(Desirable)

- **Ability Skills:** Analytical, Computer Literacy, Financial, Interpersonal Skills
- **Competency Skills:** Decision Making, Problem Solving, Teamwork, Working on own Initiative
- **Specialising In:** financial acumen; risk management; process optimization; financial settlement; accounts receivable; advanced excel; supply chain finance; data analytics