



Odyssey Social Care



#JOB-2465845



Millbank House, Arkle Road, Sandyford Bus
Pk, Dublin 18, D18 C6R3



No of positions : 1



Paid Position



40 hours per week



37544.00 Euro Annually



25/08/2026



22/09/2026

How to apply

Application Method :

Not available



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online



Accounts Payable 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

About the Role

We're looking for an Accounts Payable Executive to join our Finance team. You'll be the driving force behind our purchase order and invoice process — keeping payments moving, supplier accounts reconciled, and our monthly close running smoothly. It's a great fit for someone who's organised, enjoys working with numbers and systems, and likes building relationships across a busy organisation.

Location: Hybrid 2 Days in Office- Dublin or Ennis

What You'll Do

- Processing supplier invoices and matching them to purchase orders and goods receipts.
- Raising, checking and following up on purchase orders with budget holders and site/unit teams.
- Reconciling supplier accounts and resolving queries with vendors.
- Supporting month-end close, including accrual tracking and payment runs.
- Maintaining accurate supplier records and helping keep AP reporting up to date.
- Building good working relationships across departments to keep invoices and approvals moving smoothly.

Systems You'll Use

You'll work day-to-day across a small toolkit of finance systems, including:

- Purchase order and approval systems (e.g. Zahara or similar)
- Accounting/ledger software (e.g. Sage or similar)
- Excel for tracking, reconciliations and reporting
- Online banking platforms for supplier payments

What We're Looking For

Experience in an accounts payable, finance assistant, or similar transactional finance role.

Comfortable working with purchase order and accounting systems.

Strong attention to detail and good Excel skills.

A clear communicator, confident liaising with suppliers and non-finance colleagues.

Able to manage a varied workload and meet regular monthly deadlines.

Why Join Us

You'll be part of a supportive Finance team where your work has a direct, visible impact on how smoothly the business runs each month. We offer the chance to develop your finance career with hands-on exposure to purchasing, ledgers and reconciliation across a growing organisation.

- This vacancy is suitable for Remote/Blended working
- **Sector:** human health and social work activities

Career Level

- Not Required