



CELSIUS LIVE FIT INTERNATIONAL

DESIGNATED ACTIVITY COMPANY



#JOB-2466506



3 Shelbourne Buildings, Crampton Avenue,

Dublin 4, D04 C2Y6



No of positions : 1



Paid Position



40 hours per week



To be Confirmed



15/09/2026



13/10/2026

How to apply

Application Method :

Not available



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



P2P Procure to Pay 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

We are seeking a highly motivated and experienced Accounts Payable Specialist to join our growing team in Dublin. As a key member of our finance department, you will play a crucial role in ensuring the timely and accurate processing of vendor invoices, expense reports, and payments. The ideal candidate will be flexible, adaptable, and eager to contribute to the company's international expansion.

Key Responsibilities:

Process and manage vendor invoices, ensuring accuracy and proper authorization in compliance with company policies.

Handle the full accounts payable cycle from invoice processing to payment.

Maintain relationships with vendors and resolve any payment discrepancies or issues.

Process employee expense reports and ensure compliance with corporate policies.

Collaborate with internal teams to ensure proper coding and approval of invoices.

Prepare payment runs and ensure timely payments to vendors.

Reconcile accounts payable transactions and resolve discrepancies.

Assist in the preparation of financial reports as needed.

Ensure compliance with VAT, GST, and other indirect tax requirements .

Assist with month-end closing processes related to accounts payable.

Continuously seek opportunities for process improvements to support the company's growth.

Work collaboratively within the finance team and cross-functionally across departments.

Qualifications:

Minimum of 4 years of experience in an Accounts Payable role.

Proficiency in English is required.

Experience using Microsoft Dynamics Great Plains (GP) is highly valuable.

Strong knowledge of indirect taxes (VAT/GST) is an advantage.

Ability to adapt to a fast-paced and changing environment.

Strong organizational and time management skills.

Detail-oriented with a high level of accuracy.

Excellent communication and interpersonal skills, with the ability to work well within a team.

What We Offer:

Hybrid working model (work from home and office).

A dynamic and evolving work environment as we expand our operations internationally.

Competitive salary and benefits package.

Opportunity to grow within a rapidly expanding company in the energy drinks sector.

- This vacancy is suitable for Remote/Blended working
- **Sector:** administrative and support service activities

Career Level

- Experienced [Non-Managerial]