



ACTION ALARMS LIMITED



#JOB-2470989



ACTION 24, Unit C1, Three Rock Road,
Sandyford Bus Pk, Dublin 18, D18 N9P6



No of positions : 1



Paid Position



40 hours per week



38000.00 Euro Annually



18/09/2026



16/10/2026

How to apply

Application Method :

Not available



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



Billing 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

Key Responsibilities

Process and issue invoices for all installations and services on a daily basis, ensuring billing is accurate, complete and issued in a timely manner.

Design, build and maintain a SQL database mapping customer accounts to their installation dates, providing the data structure needed to automate identification of contracts due for a price increase.

Design and maintain databases and analytics dashboards used to track customer accounts, installation dates, contractual pricing and billing activity, ensuring data integrity across the finance function.

Act as an internal consultant to the automation project team on the design of an end-to-end system to automate the price-increase process, reducing manual effort and improving billing accuracy.

Serve as an active member of the company's continuous improvement (Lean) team, collaborating cross-functionally to identify inefficiencies and design and implement process improvements and automation.

Monitor customer contracts approaching the end of their fixed-price period and implement the applicable price increase in line with company policy and contractual terms.

Review completed installation and service work on a monthly basis to confirm that all chargeable activity has been billed, identifying and resolving any billing gaps or discrepancies.

Provide billing updates to the Financial Controller as required, escalating pricing or billing matters where necessary.

Qualifications and Experience:

Bachelor's Degree in Commerce, Accounting, Finance, Business or a related discipline.

SQL and database design skills, with the ability to model and work with customer and billing data.

Demonstrated ability to analyse billing and customer account data, and to identify and resolve discrepancies.

Experience designing or supporting automation and analytics dashboards within a billing or finance environment.

Strong Excel skills and experience working with billing or invoicing systems.

Sound understanding of data accuracy, billing controls, and contractual pricing terms.

Working Hours: 40 per week

Annual Salary: €38000.00

Company: Action Alarms Limited t/a Action 24 Ireland

Job Location: Three Rock Road, Sandyford Business Park, Dublin 18, D18 N9P6

Start date: 02/11/2026

- This vacancy is suitable for Remote/Blended working
- **Sector:** other service activities

Career Level

- Entry Level