



Columbia Mills,  
14/15 Sir John Rogerson's Quay,  
Dublin 2,  
D02 E409  
(01) 4633900  
info@moy.group  
www.moy.group

## Job Description

**Job Title:** Accounts Payable Specialist  
**Department:** Finance  
**Company:** Moy Materials Ltd.  
**Reporting to:** Finance Manager  
**Location:** Dublin, Ireland  
**Created:** December 2024

### About Us:

Moy is a leading supplier of high-performance roof waterproofing systems. Headquarters in Dublin with bases in the UK and Europe our innovative, waterproofing solutions and our unparalleled technical support has earned MOY a raft of high-profile clients across the globe and place us at the forefront of this dynamic and competitive industry. As an SME with a dynamic team, we prioritise collaboration, excellence, and continuous improvement in all aspects of our operations.

### Role Purpose:

The Accounts Payable Specialist will be responsible for managing the company's accounts payable function, ensuring the accurate and timely processing of supplier invoices and payments. This role plays a vital part in maintaining strong supplier relationships, ensuring the smooth operation of financial transactions, and supporting the Finance team in achieving business objectives.

### Key Duties & Responsibilities:

#### Cash Book & Bank Transactions:

- Maintenance of the cash book and posting of bank transactions to ensure accurate financial records.

#### Trade Creditors Ledger Management:

- Maintain the Trade Creditors Ledger by preparing and inputting all purchase invoices onto the accounting system.
- Allocate payments and reconcile accounts to ensure accuracy and completeness.

#### Purchase Order Processing:

- Address purchase order queries, ensuring accurate matching of purchase orders to supplier invoices.
- Adhere to the invoice/credit note authorisation process and related tasks.

#### Payment Processing:

- Prepare monthly payment runs, ensuring all supplier payments are processed accurately and on time.
- Send remittance advice and bank payment confirmations to suppliers.

#### Accruals & Reconciliations:

- Prepare monthly accruals and reconcile supplier statements to the accounts payable ledger.
- Investigate and resolve discrepancies or inaccuracies in supplier accounts promptly.

#### Supplier Relationship Management:

- Maintain strong relationships with suppliers by addressing and resolving any issues or queries in a timely and professional manner.

#### Ad Hoc Tasks:

- Support the Finance team with any additional tasks or projects as required.
- Assist with audit preparations and other compliance-related activities.



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You will be required to be flexible in this position and must be prepared to undertake such other work as may be assigned to you by the Company from time to time.

**Skills:**

- **Attention to Detail:** Strong focus on accuracy to ensure the correct processing of invoices, payments, and reconciliations.
- **Organisational Skills:** Ability to manage multiple tasks, meet deadlines, and handle high volumes of transactions efficiently.
- **Numerical Proficiency:** Strong mathematical skills to ensure accurate financial data management and reporting.
- **Problem-Solving Skills:** Ability to investigate and resolve discrepancies in supplier accounts or payment issues promptly.
- **Communication Skills:** Excellent verbal and written communication skills for effective interaction with suppliers and internal stakeholders.
- **Teamwork:** Collaborative mindset to work effectively within the Finance team and across other departments.
- **Technical Skills:** Proficiency in accounting software (e.g., Sage, Intact) and Microsoft Office, especially Excel.
- **Time Management:** Strong ability to prioritise tasks and manage time efficiently to meet deadlines.
- **Knowledge of Accounts Payable Processes:** Comprehensive understanding of purchase ledger management, accruals, and payment processing.
- **Discretion and Confidentiality:** High level of professionalism when dealing with sensitive financial information.

**Qualifications:**

Bachelor's Degree or experience in the relevant field

**How to Apply:**

Interested candidates should submit their CV, cover letter, and references to [Andrew.fitzgerald@moymaterials.com](mailto:Andrew.fitzgerald@moymaterials.com).

Please include "Accounts Payable Specialist Role - [Your Name]" in the subject line.

