



Accounts Assistant

Shannon Foynes Port Company (SFPC) is Ireland's second-largest port operation. The company is now seeking to recruit an Accounts Assistant. This is a full-time, permanent position based at the Company's Head Office in Foynes, Co. Limerick, reporting to the Financial Controller & Company Secretary.

This is an exciting opportunity to join a successful semi-state organisation as part of an established and supportive finance team. The Accounts Assistant will be involved in a broad range of financial activities, supporting the delivery of accurate and timely financial information to meet SFPC's reporting obligations and maintain strong financial controls.

KEY RESPONSIBILITIES

- Process supplier invoices and staff expenses, ensuring correct coding, approvals, and timely payment.
- Maintain supplier records and respond to payment or invoice queries.
- Prepare and process monthly payment runs.
- Complete regular bank reconciliations and maintain up-to-date cash and bank records.
- Prepare VAT returns in line with Revenue requirements and process PAYE/PRSI payments.
- Process PSWT (Professional Services Withholding Tax) and RCT (Relevant Contracts Tax) accurately and maintain supporting documentation.
- Provide general support to the Finance team as required.

KEY SKILLS & ATTRIBUTES

- Experience in a finance or accounting office environment is desirable.
- Strong understanding of accounts payable and finance month-end processes.
- Proficient in Excel and accounting software.
- Strong numerical accuracy and attention to detail.
- Ability to organise workload and meet deadlines.
- Good communication and teamwork skills.

APPLICATIONS

Applications including a cover letter and a full up-to-date CV should be sent by email only to Faye Fitzgerald at ffitzgerald@sfpc.ie, to be received ideally by midnight on Friday, 28th November 2025.

Shortlisting will be based on information provided in the Cover Letter and CV.

Canvassing will disqualify. Requests for information on the progress of an application must be made only by the applicant directly to Faye Fitzgerald.

For further information on Shannon Foynes Port Company, see our website www.sfpc.ie

Shannon Foynes Port Company is an Equal Opportunities Employer