

## Accounts Payable Assistant

**Position:** Accounts Payable Assistant  
**Reporting to:** Finance Manager  
**Location:** Remote in Ireland/ UK

### Background

XOCEAN is an ocean data company – we collect data for clients ranging from mapping the seabed to monitoring the environment. However, we do this differently, instead of using conventional crewed survey ships, we have developed a marine robotic system known as an Uncrewed Surface Vessel (USV).

### Overview

Supporting the Finance Administrator, the wider finance team and other departments within the group.

### Main Duties & Responsibilities (Training Provided)

Responsibilities will include:

- Accounts Payable – Booking invoices and payments on the system.
- Expenses and Credit Cards – Reviewing and booking on the system.
- Reconciliations – Preparing and assisting with all bank and supplier reconciliations.
- Accounts Receivable – Booking invoices and receipts on the system.
- Ad hoc assistance and reporting.

### Requirements: Essential Skills / Attributes and Experience

- A minimum of two years' similar experience.
- Strong Excel background.
- Excellent communication skills.
- Strong numerical and problem-solving skills.
- Ability to work on own initiative and within a team.
- Ability to work to agreed deadlines and prioritise as required.
- Well organised, enthusiastic, positive and proactive nature with a keen attention to detail.

### Desirable Experience

- Partially qualified accountant (ACCA, ACA, CIMA, IAT) or willing to pursue.
- Experience with NetSuite accounting package.

### Apply

- Applicants must demonstrate how they meet the essential criteria. Desirable criteria may be used for further shortlisting.
- We thank all candidates for their interest, however due to very high volumes, only those who are selected for further consideration, will be contacted directly.
- To be eligible for this position you must have a valid working visa / permit to work in Ireland/UK.
- Closing date for applications is 28<sup>th</sup> September 2021.
- Please apply online and follow the instructions, or submit your CV to [careers@xocean.com](mailto:careers@xocean.com).