



Job Specification

Finance Executive, CIÉ Group Property

The Finance Executive supports the CIÉ Group Property Department to ensure the day-to-day administration of the property management system (Qube) and the accounts receivable functions.

Responsibilities and Duties

- Administration of all aspects of the accounts receivable function including tenant invoicing, providing tenant statements, credit control and management of tenant arrears.
- Administration of Qube system in relation to maintaining all tenancies and the hierarchy of properties.
- Management of Qube set ups and amendments to new and existing tenancies.
- Liaising with file managers in relation to charge/lease end dates and diary reviews.
- Set up of customers and creation of invoices relating to title research requests.
- Generating invoices/credit notes for ongoing, additional and once off charges.
- Monitoring email inboxes with communications from both tenants, third parties and file managers.
- Ensuring information that comes to finance is shared with the appropriate surveyor.
- Maintaining security and restricting access to the Qube system.
- Periodic aged debtors review between finance and file manager.

Knowledge, Skills and Experience

- Numeracy and accuracy.
- Computer literate with in-depth working knowledge of Excel, Word and other Microsoft applications, property management system an advantage.
- Effective interpersonal skills.
- Work on own initiative.
- Work to deadlines.
- SAP experience an advantage.
- Experience in the Property Management advantageous.

Reporting Relationships

- Reports to the Finance Manager, Group Property.
- Colleagues within Group Property

Performance Measures

- Timely creation of tenant invoices & statements
- Timely response to internal and external change requests and queries
- Reduction of aged debtors

To Apply

If you are interested in the role, please email a CV and supporting letter to:
recruitment@cie.ie

Closing date for applications is Wednesday 28th February 2024