



Career Opportunities

Finance Assistant Shannon Heritage DAC 3 year Fixed Term

Shannon Heritage is Ireland's largest operator of tourism attractions, complete with six castles and a variety of other immersive day attractions and evening entertainment events in Clare, Limerick, Galway and Dublin.

The Company manages a total of seven day visitor attractions including its flagship Bunratty Castle & Folk Park (including world-famous Bunratty Medieval Banquets) and King John's Castle in Limerick which it owns and manages.

It also has interests in many other world-famous sites such as the Cliffs of Moher and Adare Heritage Centre, where the Company manages retail operations. It also manages three sites in Dublin: Malahide Castle and Gardens, Newbridge House which it manages on behalf of Fingal County Council, and the award winning GPO Witness History which it manages on behalf of An Post.

| |
|--|
| <p>Role Purpose</p> <p>The role of the Finance Assistant is to provide a strong administrative support for the Finance Function in Shannon Heritage, with flexibility to support other functions and requests across Shannon Group as required.</p> |
| <p>Key Areas of Responsibility</p> <p>Supporting the Finance Manager and Assistant Finance Manager in ensuring the weekly, fortnightly and monthly finance processes are adhered to.</p> <p>The roles and responsibilities include, but are not limited to:</p> <ul style="list-style-type: none"> • Prepare & Distribute Weekly Financial Progress Report • Respond to AP/AR Queries • Prepare & Post Project Accruals • Prepare Monthly Reconciliations and other Month-End Close processes. • Prepare Finance Purchase Requests and Receipt Purchase Orders • Prepare & Distribute various Monthly Financial Reports to relevant Managers • Prepare various monthly & annual Taxation Returns • Respond to departmental Banking and Cash Queries • Liaise with the Auditors, both internal and external |
| <p>Qualifications, Skills and Experience</p> <p>The successful candidate should have at least two years' experience working in an accounting environment and have experience working with Oracle or a similar accounting package. The ideal candidate will be a hard-working professional, able to undertake a variety of tasks and work diligently under pressure. Attention to detail in all aspects of the job and working to deadlines will feature regularly. Proficiency with Microsoft Excel is an essential requirement. An accounting technician qualification would be a definite advantage.</p> |

Applications in the form of a current CV should be sent to hr@shannonheritage.com to arrive on or before 5.00 p.m. Tuesday 13th August 2019.