



Commissioners of
IRISH LIGHTS | *Navigation
and Maritime
Services*

CANDIDATE BRIEFING PACK
ACCOUNTS PAYABLE
CORPORATE SERVICES DEPARTMENT

Closing date for applications is midnight on Friday, 25 April 2025



The Commissioners of Irish Lights (Irish Lights) has responsibility under the Merchant Shipping Acts and the SOLAS Safety of Life at Sea Convention for the regulation of all marine Aids to Navigation (AtoN) around the island of Ireland and for wreck response outside of harbour areas. Irish Lights provides AtoN for general navigation and inspects and audits Local AtoN provided by Local Lighthouse Authorities (LLA) in ports, harbours and Local Authority areas, and ORE developments. Irish Lights is a statutory consultee under the Marine Area Planning, Foreshore and Planning Acts.

Irish Lights works closely with Trinity House (England, Wales, and Channel Islands) and the Northern Lighthouse Board (Scotland and Isle of Man) to deliver AtoN services. This close cooperation with Trinity House and Northern Lighthouse Board allows all three organisations to share resources and expertise for the benefit of all stakeholders.

In addition to our core statutory services Irish Lights uses its required reserve capacity to provide commercial and added value services to industry and serves coastal communities through initiatives such as Great Lighthouses of Ireland.



Background to Role

Irish Lights operations cover a wide range of activities including provision of unique Aids to Navigation, maintenance and capital works at our real estate on the coast, light industrial activity at our buoy depot, ship operations at sea and supporting engineering, information technology activities and administration functions from our head office in Dun Laoghaire. This variety of activity gives rise to a varied and diverse supplier base with consequent invoicing from local, national and international suppliers.

Irish Lights uses Microsoft 365 desktop applications together with Integra Software to provide an integrated accounts payable / financial system solution with an end to end automated and largely paperless supplier payment cycle.

Overview of Role

Reporting to the Commercial and Finance Lead (CFL), the Accounts Payable role is responsible for the day to day operations of the Creditors Section within the Irish Lights Finance Team. The primary responsibility of the role is to ensure that all supplier invoices are properly processed, validated and fully approved prior to payment and paid in accordance with agreed payment terms.

Accountabilities

- Responsible for registration and processing of supplier invoices, payment transactions including: system registration, invoice scanning, 3-way online matching of invoices, purchase orders and goods receipts and follow on electronic documentation filing.
- Manage the accounts payable area to ensure that all supplier queries and invoices are dealt with on a daily basis. Correspond directly with suppliers and internal stakeholders in response to enquiries.
- Responsible for the follow up of overdue purchase orders, goods/ services receipt confirmations, invoices and statements with suppliers.
- Resolve invoice discrepancies and related issues directly with suppliers.
- Maintain an up to date supplier standing data on the Integra accounting system.
- Adhere to Tax Clearance, Professional Services Withholding Tax (PSWT) and Relevant Contracts Tax (RCT) rules and regulations.
- Submit the Monthly and Annual PSWT & RCT Revenue Returns via ROS.
- Prepare the supplier payment runs ensuring all invoices have the appropriate back up and approvals. Process the payment through the Integra system, including the preparation of the SEPA / BACS files and the issuing of electronic remittance advices to suppliers.
- Check all direct debit payments against approved documentation and allocation of remittances on relevant supplier account for accuracy
- Assist with monthly supplier statement reconciliations and follow through on related queries.
- Assist with year-end procedures including; the follow up of outstanding invoices and approvals and preparation of year end accruals listings and audit queries.
- Provide cover for other members of the Finance Team as and when required
- Undertake other ad-hoc duties and project work as directed by the Commercial and Finance Lead and Finance and Procurement Manager.



Experience and Qualifications

Essential

- At least three years accounts payable and/or general accounting experience.
- Previous experience in problem-solving roles.
- Good ICT skills including proficiency with Excel, Word and other Microsoft Desktop applications.
- Ability to work independently and as part of a team
- Strong communication and organisational skills together with ability to prioritise work and work to deadlines
- Ability to identify and query unusual or infrequent invoices.

Desirable

- Accounting technician or similar PLC qualification in accounting or similar discipline
- Basic knowledge of accounting and debit / credit accounting entries
- Good understanding of the revenue rules in relation to PSWT, RCT and Withholding Taxation

The ideal candidate will show evidence of the following Core competencies:

- **Personal Responsibility** – Taking responsibility for your own actions and being open to learning and change
- **Manage Work** – Identifying, prioritising and organising work for delivery. Taking ownership and being accountable for your work
- **Communicate Effectively** – Two-way information sharing process which involves sending a message in a clear and responsible way that is easily understood
- **Teamwork** – Working collaboratively with others, both within and outside your department, to achieve the best outcome

Salary

A salary of €37,025 rising to €46,027 (8 points) with very generous pension benefits are attached to this role.



Terms and Benefits*

Irish Lights offers a comprehensive and market-competitive range of benefits to employees, including a generous range of family friendly/flexible working policies and a commitment to the further development and education of its staff.

Remuneration: An attractive salary range and pension benefits (defined benefit scheme, 28.97% employer contribution) are attached to this role.

Death in service pension benefits: The pension scheme will pay 2 times annual salary to a nominated person(s) in the event of a member's death in service.

Annual Leave: 21 days, increasing 23 days after 7 years continuous service and 26 days after 12 years continuous service.

Sickness Absence Provisions: For employees unfortunate enough to become ill, the Sick Leave Policy provides up to a total of 13 weeks paid leave (less any social welfare payments) in one year, followed by a further 13 weeks half pay (less half of any social welfare payments) thereafter, subject to a maximum of a total of 26 weeks paid sick leave in any four-year period. These benefits are enhanced after 3 years satisfactory service.

Location: The role will be based in our Head Office in Dun Laoghaire.

Remote / Blended Working: Irish Lights operates a Blended Working policy for eligible roles. The aim of the policy is to support employees by offering remote working options whilst maintaining operational delivery and success.

Training and Development support: Irish Lights aims to ensure that all employees have the knowledge, skills and experience necessary to be successful in their roles and to fulfil their career potential and operates a Performance and Development Process through which development can be planned and achieved.

Family Friendly Policies: Irish Lights has a range of family friendly policies that allow employees to balance work with other aspects of their lives. These include Maternity, Paternity, Adoptive and Parental Leave provisions, the majority of which have elements which are enhanced beyond the statutory entitlements.

Canteen: There is an onsite canteen that offers a variety of options for breakfast and lunch, including a barista coffee service.

Employee Assistance Programme (EAP): Irish Lights provides an independent, 100% confidential EAP service, delivered through VHI, offering professional and impartial advice, information and counselling on a range of issues including legal, financial, and health matters. This service is free to employees and is also available to immediate family members.

Occupational Health Service: Irish Lights works with an independent Occupational Health service provider, who provides support and advice for employees who have an illness or a medical condition affecting their ability to work.

Eyesight test: Employees can avail of an eyesight test voucher.

Travel and Subsistence: Travel and subsistence expenses are paid to employees required to travel, in accordance with approved rates.

Onsite facilities: There is onsite car parking at our Dun Laoghaire office, including e-charging points and bicycle stands. Shower/locker room facilities are also available.

TaxSaver Scheme: Employees who travel to work using public transport can avail of an Annual TaxSaver ticket which provides significant savings on travel costs.

Bikes for Work Scheme: Employees who cycle to work or use a bicycle on part of their journey can avail of the Bikes for Work Scheme.

** To be considered for this role, candidates must be able to prove they have the right to work in Ireland. Applicants should note that eligibility is determined by the Department of Enterprise, Trade and Employment. Further information regarding eligibility is available at:*

<https://enterprise.gov.ie/en/what-we-do/workplace-and-skills/employment-permits/employment-permit-eligibility/>

Non-EEA applicants are responsible for ensuring they can secure a visa to travel to Ireland. Any offer of employment is conditional on applicants securing the appropriate employment permissions.



Irish Lights Remit

The mission of Irish Lights is Safe Navigation at Sea. We are a maritime organisation delivering essential 24/7 safety and navigation services around Ireland and Northern Ireland, 365 days a year. Our vision is to protect lives, property, trade and the environment by delivering next generation maritime services at the interface of navigation technology, engineering and data management. Playing a lead role in maritime safety, Irish Lights operates a 24-hour emergency response function.

Irish Lights is responsible for Maritime Aids to Navigation under the Safety of Life at Sea (SOLAS) Convention. This remit includes the provision and maintenance of over 340 general aids to navigation, the superintendence of approx. 3,500 local aids to navigation, and marking or removing dangerous wrecks outside harbour areas around Ireland.

Irish Lights also provides a range of navigation and contract commercial services including ship charter, buoy and maritime data. We provide value added services to support the development of the broader maritime economy including Met and Coastal Data Services. The Irish Lights tourism and heritage initiative, 'Great Lighthouses of Ireland' was developed in partnership with local communities and offers visitors from home and abroad the chance to visit or stay in a working lighthouse.

Mission Statement

Safe Navigation at Sea: To be a leading and innovative provider of reliable, efficient and cost-effective navigation and maritime services for the safety of all.

Vision Statement

To protect lives, property, trade and the environment by delivering next generation maritime services at the interface of navigation, technology, engineering and data management.

Values

Irish Lights' strategy will be delivered by holding true to the values of the organisation. Our Values set the foundation for our interactions with our stakeholders, customers, suppliers, and the community. These values, which are the cornerstone for the success of the organisation, are as follows:

- Professionalism
- Respect
- Trust
- Quality
- Innovation
- Collaboration



How to Apply

Applications with CV and cover letter to be submitted to;

Gemma Gregan, HR Advisor
E: human.resources@irishlights.ie
T: +353 1 2715400

Closing date for applications is midnight on **Friday, 25 April 2025**

Please view [Irish Lights Job Applicant Privacy Notice](#) on the Vacancies page of our website.



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The Commissioners of Irish Lights is an equal opportunities employer and promotes diversity in the workplace.