

Accounts Receivable Officer

Family Carers Ireland (FCI) is the national charity supporting over 624,000 family carers across the country who dedicate their lives to caring for loved ones such as children or adults with physical or intellectual disabilities, frail older people, those with palliative care needs or those living with chronic illnesses or addiction. We provide a range of services and support for family carers nationally from our local support centres, in the community and online.



Hybrid/Remote - Permanent contract
37 hours per week, (full-time) (Monday to Friday)

JOB SUMMARY

As a member of the Corporate Services Team, the Accounts Receivable Officer will be responsible for managing the accounts receivable function within Family Carers Ireland in line with financial policies and procedures.

This role will also be responsible for groups' financial management and reporting.

ROLE CRITERIA

The following qualifications, skills and experience are required for this role:

- Third Level qualification desirable.
- At least 2 years' experience working within a busy finance/accounts environment with a proven track record in credit control and experience in invoicing, bank reconciliations, receipt allocation and financial systems.
- Strong IT aptitude essential with advanced MS Office skills, especially in MS Word and MS Excel.
- Strong communication skills and ability to work on your own initiative in a busy environment.
- Has previously worked in a highly confidential environment.

Fluency in English, written and verbal.

Other criteria:

- Excellent communicator.
- Flexibility in attitude and approach to the job.
- An ability to multitask and have excellent attention to detail.
- Exceptional organisation and planning skills with the ability to manage multiple projects to deadlines and keep stakeholders informed.
- Ability to prioritise tasks and work within a dynamic environment.
- Excellent time management is essential.
- A willingness to learn and a desire to implement a culture of continuous improvement.
- A willingness to help other colleagues.
- A strong work ethic is essential.
- Willingness to travel when required.
- Excellent people skills with an ability to work well with others.

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Terms & Conditions: Full-time (37 hours per week across Monday to Friday) permanent contract. The Finance team currently work a hybrid model with flexibility to work from home a number of days per week as agreed with the Financial Controller. Wednesdays are a core office day for the wider Corporate Services team. The remuneration for this role includes a salary of €40,000 to €46,000 and access to a defined contribution pension scheme. The annual leave entitlement is 26 days per year.

Application Process: Please read the full **Job Description** which can be accessed [here](#) before submitting your Cover Letter and CV.

Applicants are invited to submit their up-to date CV and cover letter demonstrating how they meet the above criteria via the following link <https://familycarersireland.peoplehr.net/Pages/JobBoard/Opening.aspx?v=08d13961-3b3f-4914-9721-57fb2ad57862> no later than **Friday 2nd October 2026**.