



## SIRO Finance Internship

SIRO is a joint venture company, between ESB and Vodafone, building a 100% fibre-to-the-building broadband network with speeds of up to 1000 Mbps, propelling Ireland into the ranks of the world's fastest broadband countries.

Role Description: Finance Internship

Duration: 4 Months

### Key Responsibilities:

- Validating and processing of employee expenses into SAP.
- Monitor the AP mailbox and resolve any day to day issues that may occur.
- Monitor the work flow approvals of POs, invoices and payments and follow up with directors and/or management to ensure they are approved in a timely manner.
- Ensure a smooth procurement process for vendors through the issuing of purchase orders, seeking the businesses approval of goods/service, processing of invoices for payment all in a timely manner.
- Liaise with business and third-party vendors to ensure the transactional processes are operating effectively and that transactions posted accurately with sufficient back up.
- Liaise with project managers, functional managers and Finance Manager in relation to the timely opening and modification of Purchase Orders.
- Validate financial master data on PO requests (e.g. GL codes, cost centres and asset classes) and liaise with Supply Chain to ensure master data reflects contractual arrangements (e.g. credit terms).
- Preparation and review of Vendor reconciliations.

### Requirements:

- Student/Graduate in an Accounting, Business related or numerical degree
- Keen interest in accounting and finance
- Energetic, enthusiastic and self-motivated
- Excellent communication and interpersonal skills
- Attention to detail
- Ability to work both in a team and also independently
- Organisational skills and ability to work effectively to deadlines
- Analytical and problem-solving skills
- Business acumen and interest
- Proficiency in IT (knowledge of Excel and Accounting Systems are an advantage)

**Location:** Carrickmines, Dublin 18

**Note:** We are currently working fully remotely in line with government guidelines. We expect to transition to hybrid working model when we can return which is likely to require attendance at the office 2-3 days per week.

Please send your cv and a covering letter to: [blanaid.oregan@siro.ie](mailto:blanaid.oregan@siro.ie)

We are an inclusive employer and welcome applications from people of all backgrounds and abilities. Please let us know if you require reasonable accommodation for the interview process and we will do our utmost to accommodate you