



Job Description

Aerphort Dhún na nGall Teo / Donegal Airport is seeking a qualified and experienced professional to lead our Accounts Function. This is a full-time permanent position based on-site, offering a dynamic opportunity to contribute to the financial and operational success of a vital regional airport. However, the Airport Board may consider a part-time arrangement for an exceptional candidate with a view to transitioning to full-time in due course. Reporting directly to the Managing Director and Board of Directors, the Accounts Manager will oversee all aspects of financial management, compliance, and reporting. This role is ideal for someone who thrives in a hands-on environment and enjoys working across finance, payroll, and HR functions.

Key Responsibilities:

- Ensuring adequate policies, procedures and systems are in place to maintain proper books and records and afford adequate internal accounting controls.
- Preparing detailed monthly management accounts for the company.
- Preparing annual budgets, regular rolling forecast statements and business plan updates.
- Ensuring the timely preparation and submission of all necessary tax returns including VAT returns, PAYE/PRSI returns, RCT returns etc., and any other statutory returns required by regulatory authorities.
- Managing the payroll function for the organisation.
- Preparing funding applications for various funding schemes.
- Managing cost control processes and implementation of effective measures.
- Ensuring all company secretarial matters are up to date with the CRO and managing board minutes.
- Liaising with auditors in relation to the preparation and audit of annual statutory accounts and other related matters.

Human Resources duties maintaining HR records, reviewing, updating and implementing HR policies in line with legislation, onboarding new recruits, facilitating communications between employees and management, and conflict resolution.

Essential Requirements:

- Qualified or Part-Qualified Accountant (any of the recognised accountancy bodies) with relevant experience
- Proven experience in an accounting and HR role
- Strong IT skills including MS Office (Outlook, Word, Excel, PowerPoint) Proficiency in Sage 50 Accounts a distinct advantage.
- Excellent oral and written communication skills, together with good presentation skills
- Accuracy and attention to detail in their work
- The ability to work to deadlines

Desirable Requirements:

Fluency in Irish

Benefits:

- Competitive Salary
- Company pension
- Cycle to work scheme
- Training and development opportunities

Job Type: Full-time, Permanent

Pay: negotiable, based on candidate experience

Work Location: In person

All applications by email only, along with CV and cover letter to:
recruitment@donegalairport.ie