

**Role:** Project Reporting Analyst  
**Area:** Business Services  
**Sub-area:** Finance Operations  
**Duration:** Specific Purpose  
**Location:** Dublin / Cork  
**Salary:** Competitive  
**Ref:** EBS295



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Irish Water is Ireland's national regulated water utility and is responsible for providing water and wastewater services throughout Ireland. Our mission is to ensure all of our customers receive a clean, safe and reliable supply of drinking water and have their wastewater collected and safely returned to the environment. We will protect the health and well-being of the people of Ireland, protect the environment in all our activities and support Ireland's social and economic growth through appropriate investment in water services.

### **The Role:**

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The Finance Operations area is responsible for the effective and successful delivery of all Business Performance & Project Reporting activities and the delivery of all reporting and accounting processes and activities. This area is also responsible for tax compliance, strategy & planning to minimise taxation exposure.

The Project Reporting Analyst is responsible for supporting all of the accounting and financial activities relating to the reporting and close out of Irish Water's opex and capex projects.

Part of the Business Performance & Project Reporting team, the Project Reporting Analyst has responsibility for project month end close.

### **Main Duties and Responsibilities:**

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- Perform month end activities including resolving any issues before close, managing any allocation and performing reconciliations, such as WIP and capex control checklist
- Complete all project accounting and fixed asset activities in compliance with internal policies, procedures, regulations, and accounting principles
- Assist in the completion of month end activities in conjunction with the business including resolving any issues before close, perform reconciliations & manage any allocations
- Monitor interfaces to ensure project costs are captured correctly & liaise with business units to resolve any issues
- Interface with IT where required to resolve project accounting issues
- Monitor the system controls that are in place in relation to budgets e.g. "project stop"
- Assist in the preparation of monthly project reporting for management activities in conjunction with the business
- Ensure that all close activities are completed in line with the timeframe set by the Reporting and Accounting team
- Assist in the preparation of the reconciliation of the fixed asset register to the RAB by highlighting anomalies in the areas supported
- Provide information to the external auditors
- Prepare information to feed into capital benchmarking
- Prepare information on capex costs for commercial contracts
- Assist in the preparation of financial project reports for grants and contracts on a timely basis
- Work with stakeholders to develop good relationships

- Deliver good quality reporting on time in line with the KPIs in the SLA and to the required standard
- Look for opportunities for continuous improvement to enable improved efficiency and performance
- Other duties as required from time to time

### **Knowledge, Skills and Experience:**

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- Relevant third level degree and at least three-five years' relevant experience
- A recognised accounting qualification (ACA, ACMA, ACCA) or equivalent
- Familiar with working with Oracle Projects and eBusiness Suite an advantage
- Familiar with working in a utility environment will be an advantage
- Excellent skills in excel and experience in PowerPoint and Word
- Operating in a utility company or in a regulated industry would be an advantage
- Capable of working on own initiative and also part of a team
- Enthusiastic committed self-starter with proactive approach to problem solving
- Experience with identifying improvement opportunities, generating ideas and implementing solutions
- Support a culture of continuous improvement
- Ability to create and develop good working relationships to facilitate the accomplishment of work goals
- Excellent analytical skills and be able to identify and analyse problems and potential improvements and propose and implement solutions
- Strong written and verbal communication skills
- Ability to set own high standards of performance and deliver desired results

**The closing date for receipt of applications for this vacancy is the 23<sup>rd</sup> September 2021**

#### **Group/Shared Services/Gas Networks Ireland & Irish Water Employees**

Please note the Core e-Recruitment module is no longer operational

Applications, including a current Curriculum Vitae should be emailed to: [recruit@ervia.ie](mailto:recruit@ervia.ie)

**\*Please include the Reference Number for this Role when making an application\***

***We are committed to providing a diverse and inclusive place of work and have a robust strategy and framework called *ibelong* to enable this. We are an equal opportunity employer and through our recruitment process we welcome and encourage applications from interested and suitably qualified individuals regardless of gender, age, racial or ethnic origin, membership of the traveller community, religion or beliefs, family or civil status, sexual orientation/gender identity or disability.***