

Energia Accounts Receivable Student Placement 2019/2020

Your new company...

As Viridian Group we are already working for you every day.

How? As Ireland's leading energy provider, we generate and supply energy to hundreds of thousands of homes and businesses across the island of Ireland via our **Power NI**, **Power Procurement** and **Energia** businesses. Chances are, when you flick the switch we've had something to do with the lights coming on.

As you can imagine, powering over 1 million customers takes a pretty big team of people who as powerful and energetic as the electricity we supply. Our industry is in a constant state of change and we need exceptional people like you to help us deliver the future of energy. So... are you ready to switch on your career with Ireland's leading energy provider?

Your new role...

Reporting directly to the Accounts Receivable Co-ordinator, the successful student will quickly become an integral and trusted member of this team, providing operational support to business activities. With a positive attitude and willingness to learn, the student will be given every opportunity to acquire new skills and gain valuable working knowledge.

Main Duties:

- Manage the NI bank account, identifying and recording all receipts and payments.
- Control of customer refund and bad debt write-off processes.
- Assist with investigation of historic payments that have been applied to the suspense account.
- Process remittances received from customers on a daily basis to ensure accurate allocation of customer receipts.
- Assisting the department on a daily basis to reduce unallocated cash identified through system generated To Dos.
- Raise purchase orders, liaising with various departments to resolve outstanding queries.
- Other duties as required

SALARY AND BENEFITS

What will you get?

A very competitive salary with the opportunity to earn a bonus of up to £500 at the end of your placement. This role will be based in our newly refurbished offices in Belfast which offers free coffee/tea and kitchen facilities, along with soft rooms for informal meetings and a recreational area for break times.

The successful candidate will be enrolled into the Company Pension Scheme with an employer contribution of up to 6%, and will also avail of 20 days holiday per year plus 11 statutory days. A

range of additional employee benefits include: employee assistance programme, social clubs and free gym membership.

IGNITE Programme

On placement you will be welcomed onto the IGNITE Student Placement Programme where you will learn more about team building, personal effectiveness, building resilience and presenting yourself, all skills that will not only benefit you on placement, but throughout your whole career. Find out more about our student Programme by visiting us at Student Fairs or email us at: hr@viridiangroup.co.uk

PERSON SPECIFICATION

Knowledge and Experience

Essential Criteria

- Studying towards an honours degree in Finance or Accountancy or a related discipline with a specialism in finance and have completed year 2 by July 2019.
- Module results to date (all of your first year results) must have a combined average in excess of 60%.
- IT literate with a sound working knowledge of MS Word, Excel and PowerPoint

Desirable Criteria

- The module results combined average may be increased if we have a high level of interest.

Competencies

- Drive for Results
- Taking Ownership
- People and Team Development

What are you waiting for...?

To apply for the above vacancy please return a current CV to careers@viridaingroup.co.uk quoting 'Energia- Accounts Receivable Placement Student.'

Additionally, please complete the attached Equality Monitoring Form and return to monitoringofficer@viridiangroup.co.uk quoting **Energia- Accounts Receivable Placement Student** in the subject line. Your application will be considered incomplete if you fail to return both monitoring form and CV. Please note: testing may form part of the selection process.

The closing date for receipt of applications is Sunday 13th January 2019.