



Pangea is a fast-growing company with offices across Europe and the US. Our business model is to partner with tech companies to accelerate their expansion into new markets through market access, talent and infrastructure. The team have extensive experience drawn from some of the world’s best technology companies, along with a history of successfully growing businesses internationally. We are currently working with some of the most impressive companies in enterprise technology. One of our co-founders is a native of Donegal.

We require a Finance Manager to support us as we scale. Reporting directly to the Vice President of Finance, we’re looking for candidates keen to join a fast-paced growing environment contributing to the efficient running of the Finance office while ensuring proper financial records are kept.

The position is full time but can be flexible around personal commitments. Our offices are located in Dungloe town centre. This position may also require travel to European offices in the future.

Duties & Responsibilities	Requirements
<ul style="list-style-type: none"> <li>▪ Accurate and timely bookkeeping, ensuring financial records are kept up to date and accurate</li> </ul>	<ul style="list-style-type: none"> <li>▪ Previous experience in an accounting/payroll role in a busy office setting</li> </ul>
<ul style="list-style-type: none"> <li>▪ Assisting with month end reconciliations, intercompany invoicing, and Month end journal entry.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Self-starter that is comfortable taking ownership of processes</li> </ul>
<ul style="list-style-type: none"> <li>▪ Assist with new country set up as the Company continues to expand</li> </ul>	<ul style="list-style-type: none"> <li>▪ Highly adaptable with a flexible approach, ability to work on multiple tasks at once</li> </ul>
<ul style="list-style-type: none"> <li>▪ Processing with monthly payroll for several countries, and managing changes and updates</li> </ul>	<ul style="list-style-type: none"> <li>▪ Proficient in Microsoft Office Products (e.g MS Excel)</li> </ul>
<ul style="list-style-type: none"> <li>▪ Month end Sales invoicing and statement process</li> </ul>	<ul style="list-style-type: none"> <li>▪ High Degree of accuracy and Attention to Detail</li> </ul>
<ul style="list-style-type: none"> <li>▪ Review of contract pricing documents before issue</li> </ul>	<ul style="list-style-type: none"> <li>▪ Exceptional administration and organizational skills</li> </ul>
<ul style="list-style-type: none"> <li>▪ Management and calculation of commission payments</li> </ul>	<ul style="list-style-type: none"> <li>▪ Excellent interpersonal skills and strong communication skills</li> </ul>
<ul style="list-style-type: none"> <li>▪ Processing all expense claims</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Responding to finance-related queries (external and internal)</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Processing supplier invoices and payments</li> </ul>	<b>Nice to have</b>
<ul style="list-style-type: none"> <li>▪ Ad-hoc tasks as they arise</li> </ul>	<ul style="list-style-type: none"> <li>▪ International experience</li> </ul>
	<ul style="list-style-type: none"> <li>▪ Second language (e.g. French or German)</li> </ul>
<b>Additional Information</b>	
<ul style="list-style-type: none"> <li>▪ Full time role with degree of flexibility around hours</li> <li>▪ Open to remote working or hybrid model</li> </ul>	