



## Finance & Admin (PT / Outsourced)

BridgeAI Ireland · Dublin (Remote-first) · Part-time / fractional

Role	Finance & Admin
Reports to	Founder, BridgeAI Ireland
Type	Part-time or outsourced (fractional / agency)
Compensation	Competitive — discussed on application
Location	Remote-first; occasional in-person in Dublin
Start date	Engaged ahead of Y2 / 2027 prep
Apply via	<a href="mailto:careers@bridgeaiireland.ie">careers@bridgeaiireland.ie</a>
Phase	Phase 2 — Scale-Up prep

### 1. About BridgeAI Ireland

BridgeAI Ireland is a Dublin-based AI training institute on a mission to bridge young Irish talent into well-paid software and AI careers. We deliver hands-on, employer-aligned programmes — from Generative AI for Business to AI for Software Engineers — combining industry-grade curriculum with a placement engine that connects students directly to Irish tech employers.

We launch our first cohort in September 2026. We are small, fast, founder-led, and looking for the next set of people who want to build the institute alongside us.

### 2. The role

You will keep the financial and administrative engine of BridgeAI Ireland running cleanly as we scale from launch into a multi-cohort institute. The role suits a fractional finance professional or a small accounting / company-secretarial firm acting as outsourced partner.

You will own bookkeeping, payroll coordination, supplier admin, statutory filing, and management reporting. We are a CRO-registered Irish company with a clear financial plan — your job is to keep the books accurate and the obligations met, and to flag financial risks early.

### 3. What you will do

- Bookkeeping in line with BridgeAI Ireland's chart of accounts; monthly close.
- Coordinate payroll and PAYE/PRSI filings for employees and contractors via our payroll provider.
- Manage supplier invoices, expense claims, and bank reconciliations.
- Maintain CRO and Revenue obligations: annual return, corporation tax filings, VAT (if registered), CT preliminary tax.
- Produce monthly management accounts for the Founder; flag variance vs. the Financial Plan.

- Support audit / external accountant relationship.

#### 4. Minimum qualifications

- Qualified accountant (ACA, ACCA, CPA Ireland) or equivalent bookkeeping qualification.
- 3+ years working with Irish SME finance and statutory obligations (CRO, Revenue, PRSI).
- Comfortable with a modern tech stack (Xero / QuickBooks / similar; Stripe; Google Workspace).
- Discreet, accurate, and reliable — you will see the full financial picture.
- Right to work in Ireland.

#### 5. Nice to have

- Experience with Skillnet, Springboard+, or other co-funded training programmes (claims, eligible costs).
- Familiarity with cross-border supplier contracts and DTAA / withholding tax considerations.
- Background working with founder-led, early-stage businesses.

#### 6. What we offer

- Flexible engagement — PT employment, fractional contractor, or outsourced firm all welcome.
- A founder who treats finance as a strategic function, not a cost centre.
- Direct line to the Founder; clean Financial Plan to work from.
- Remote-first arrangement.

#### 7. How to apply

Send your CV and a short note (no formal cover letter required) telling us why this role and why BridgeAI Ireland to [careers@bridgeaiireland.ie](mailto:careers@bridgeaiireland.ie).

Use the role title as the email subject. Applications reviewed on a rolling basis.

BridgeAI Ireland is committed to building a team that reflects the diversity of the Irish youth we serve — applications from underrepresented backgrounds in tech are strongly encouraged.