

Assistant Accountant



*Accounts
Assistant*

North Dublin

*International Construction
Company*

*Excellent Package
+Benefits*

Apply In Confidence Today

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Assistant Accountant

Location: Citywest, Dublin 24 or Kiltimagh, Co. Mayo

Assistant Accountant required for busy international services company based in either Dublin 24 or Kiltimagh, Co. Mayo. Reporting directly to the Financial Controller, this role would suit an ambitious person who is looking to develop a long-term career with an expanding and ambitious European services company, who are headquartered in Dublin. The successful assistant accountant will work as part of a team and be responsible for providing efficient and effective support to the Finance department.

Responsibilities will include:

- Timesheet administration for payroll
- Checking and recording of expenses
- Accounts payable for a number of countries
- VAT returns in a number of countries
- Liaising with operations manager and clients
- Bank Reconciliations
- Managing Petty Cash
- Purchase Ledger Payments

- Posting Payment Journals
- Accounts Administration Duties
- Ad hoc support to the accounts team

The successful candidates have the following profile:

- Accounting Technician/Graduate with an honors degree in Accounting, Business Studies or Finance and has a minimum of 2 years' experience in an accounts department
- Strong IT skills essential (Excel, Word)
- Experience using Sage50 software would be advantageous
- Accounts payable experience is essential
- Payroll experience an advantage
- Ability to work effectively as part of a small team
- Ability to work to tight reporting deadlines
- Excellent attention to detail
- Fluent English essential

To apply please forward your CV in the strictest of confidence to the email address provided or contact HR on 016877188 for further information.