

Financial Accountant



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Financial Accountant

Location: West Dublin/North Kildare, Ireland

Reports to: CFO

Our company is an international human resource solutions organisation that specialises in the provision of managed groups of skilled and unskilled labour frequently across international borders to blue-chip clients throughout Europe. Due to the continued expansion, we are now seeking to recruit a dynamic Financial Accountant to join our team, reporting directly to the Financial Controller.

Responsibilities will include:

- Accounting Reporting
 - Booking of transactions to the Sage accounting system, and processing of invoices, reconciliations etc.
 - Maintenance of the debtors and creditors ledgers ensuring accuracy of balances at all times
 - Monthly reconciliation of balance sheet accounts – Bank, Creditor, Debtor and other control accounts.
 - Preparation of monthly / weekly reports for use by senior management.

- Preparation of monthly group accounts including journals, balance sheet reconciliations and fixed assets review.
 - Prepare monthly profit and loss accounts, including narrative for, management team.
 - Maintaining and updating detailed weekly and quarterly cashflow forecasts by business and for the group.
 - Process Improvement- implement and propose process improvements to deliver efficiency and cost savings.
 - Review Actual v Budget and reporting variances and devising action plans for improvement of same.
- Payroll
 - Processing of monthly and weekly payrolls
 - Management of employees tax and SI returns
 - Addressing and resolving payroll queries,
 - Management of payroll payment system and necessary banking interface.
- Banking
 - Posting Transactions onto internet banking systems.
 - Reconciliation of multi-currency bank accounts.
 - Maintenance of creditor details.
- Administration
 - Preparation and coordination of all VAT and other tax returns with the FC.
- AuditInternal Control
 - Ensuring that all transactions meeting with Group Policies and Procedures.
 - Liaison with Group Auditors to complete Audit.
- Other tasks as may be requested from time to time.

The successful candidates have the following profile:

- Education: Qualified (0-4 years PQE)
- Degree (Business) also desirable.
- Proven analytical capability.

- Ability to take accounts preparation from start to finish – Profit and Loss Account, Balance Sheet and Cashflow.
- Payroll experience – IPASS qualification a bonus.
- Interpersonal skills: proven ability to interact and communicate at all levels within and outside an organisation.
- Fluent English is essential for this role and a second language would be advantageous.
- IT Skills
 - SAGE skills – SAGE 50 and SAGE 50 payroll an advantage.
 - Excel to intermediate level – pivots, lookups etc.
 - Outlook, Word and Powerpoint.
- International experience and a second language would be advantageous.
- Ability to handle multiple competing priorities and to be flexible in their approach to work.

Please send your CV and cover note to careers@oradeo.com