

Donal Ryan & Associates

CHARTERED CERTIFIED ACCOUNTANTS



Job Specification

Title – Part Qualified Accountant

Location – Stoneybatter, Dublin 7

Contact- Please send CV to Rosie: accounts@drassociates.ie

Since its formation in 2002, Donal Ryan & Associates has built a reputation for providing a quality service which is evidenced by our retention of existing clients and the number of new clients referred to us on an on-going basis. We service a varied portfolio of clients and due to continued growth we are looking for a part-qualified accountant to join our team.

Candidate profile:

- Highly organised individual with ability to prioritise
- Excellent attention to detail
- Enthusiastic and friendly
- Excellent telephone manner
- Excellent drive, commitment and enthusiasm
- Strong ability to work under pressure and manage tight deadlines
- Commercially focused with good practice development skills
- Excellent excel and analytical skills
- Strong communication and interpersonal skills

Key Duties and Responsibilities:

- Monthly and year-end accounts preparation using a variety of accounts packages
- Preparation of quality working paper files including Audit working papers
- Responsibility for assisting junior staff
- Manage requesting records, discussing deadline dates and client queries etc.
- Preparation of management accounts
- Preparation of limited entity audit exempt financial statements to meet compliance standards
- Preparation of Charities SORP 2015 (FRS 102) audited financial statements
- Identify potential opportunities to provide additional value added services to the client
- Compiling management reports and monthly journal preparations.
- Preparation of cash flows and business plans

Min 1-2 years' experience

- Excellent salary offered to the right person
- Experience in using the following programs would be beneficial: TASBooks, Sage Accounts Production, QuickBooks for Accountant, Relate- Company Secretary, ROS
- Opportunity to gain wide ranging experience in Accounting, Auditing, Taxation
- Genuine Opportunity for progression to practice senior reporting to principal
- Exam fees will be paid
- Generous study leave on offer
- Flexible working hours
- Car parking available
- Conveniently located on multiple bus routes, within walking distance of Luas red line and Heuston train station