

Donal Ryan & Associates

CHARTERED CERTIFIED ACCOUNTANTS



Job Specification

Title – Permanent Role , Trainee Accountant

Location – Stoneybatter, Dublin 7

Position – This is a permanent full-time role subject to a three year training contract. The package includes paid study leave and paid college and training fees.

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

In response to increasing business activity we are expanding our team and are looking for an enthusiastic junior accountant who wishes to pursue a career in accountancy. The role offers the right individual the opportunity to build a solid foundation in accounting and build a diverse range of accounting skills as part of a dynamic team.

Role and Responsibilities

- Accounts Receivable and Accounts Payable administration
- Preparing summaries to assist in the accounting function.
- Sorting and collating data to assist in the accounting function.
- Performing bank/debtors/creditors reconciliations.
- Adapt the audit approach to the changing client environment.
- Use technology to continually learn, share knowledge with team members and enhance service delivery.
- New company set- up and tax registration
- Payroll, VAT experience
- Experience using accounting software such as Sage, QuickBooks, and TASBooks
- General ad hoc duties as required

Requirements

- Ideally a third level qualification, in pursuit of professional accounting qualification
- Proficient IT skills in particular MS Excel. Some familiarity with Sage or TASBooks would be a bonus
- High level of self-organisation and attention to detail
- Ability to work under pressure and on own initiative
- Able to multi-task as part of a team
- At least two years' experience in a finance role is preferable