

Accounts Assistant

Based: Dublin
Permanent: Full time
Salary: Negotiable
Reporting directly to: Senior Finance Manager

This new role based in Dublin is an exciting opportunity to join Capitalflow Ireland's fastest growing specialist business lender.

Description of the role:

An ambitious individual who is eager to learn and be part of this rapidly growing business. An excellent team player with strong IT skills they will assist in a variety of finance tasks. This role has huge potential for development and learning and would suit a graduate with one year experience looking to progress into the accountancy professional exams.

Key Responsibilities and Accountabilities:

- Preparation of daily, weekly, monthly bank reconciliations and posting receipts and payments to the accounting system
- Process purchase invoices and credit notes on the accounting system in a timely manner in conjunction with the Account Payable lead;
- Assist Accounts Payable function in processing employee expenses, credit card expenses and various other tasks
- Process bank lodgements and online bank payments;
- Maintaining of online and paper finance department filing systems
- Assist in the production of the month end management account
- Supporting the payments process
- Assisting with monthly / quarterly returns with Revenue
- Other duties as may be deemed suitable from time to time such as ad hoc projects

Requirements / Skills of the role:
<ul style="list-style-type: none">• Minimum of 1-year experience in an accounts / administration role• A good knowledge of Microsoft packages - specifically Microsoft Excel, Word and Outlook• IATI qualified preferable• Strong communication, organisation and time management skills• Ambition, eagerness to learn and works well on own initiative• Flexible with ability to deal with multiple deadlines

Please send your CV and a cover letter on why you think you are suitable for this position to Maureen Kirwan - HR Manager email; mkirwan@capitalflow.ie. Applications close 31st August 2019.