

Qualified Accountant

Job Specification

Position:	Qualified Accountant
Reporting to	Finance Manager
Purpose:	To support the successful financial management of the organisation.

Roles and Responsibilities

- Reporting to the Finance Manager and colleagues to support the high-quality implementation of the activities of a multi-national organisation
- Responsibilities include:
 - Month end management accounts preparation and submission to Corporate for group consolidation
 - Trial balance reconciliations
 - Fixed asset register maintenance & lease reporting under IFRS16
 - Financial reporting (Internal & Corporate)
 - VAT, Paye, Corporation tax returns
 - Weekly Payment runs
 - Prepare bi annual budget submissions to Corporate
 - Support AR & AP processes
 - Supporting the Irish group consolidation process
 - Strategic analysis e.g. cashflow forecasting
 - Assist with audit management
 - Lead Finance projects e.g. automation of SAP processes
 - Bank reconciliations
 - Posting journals
- Contribute to organisational learning through sharing information and experience with colleagues

Profile

- Qualified (ACCA, ACA, CPA , AAIA or CIMA) with a minimum of 2/3 years post qualified experience
- IT Literate and competent user of Microsoft packages (Outlook, Excel, Word, PowerPoint)
- Excellent communication skills (verbal & written)
- Excellent time management skills and multi-tasking skills
- Ability to work effectively both individually and as part of a team
- Personal attributes: self-motivated, driven, methodical, personable, optimistic, resourceful

- Ability to work to concrete deadlines and meet targets while prioritising competing demands

Key Competencies Required

- Organisation
- Communication
- Personal Effectiveness
- Collaboration
- Time Management

If you are interested in the role please email our HR partners The Green Door Group noreen@thegreendoorgroup.ie with your application.