

**Title:** Bookkeeper

**Location:** Dublin 16

**Job Type:** Permanent Full-Time

**Salary:** Negotiable

**Qualification:** Leaving Certificate

**The Firm**

We are a small firm of Chartered Accountants with Offices in Knocklyon, Dublin 16.

**The Position**

The position will involve the management and delivery of quality bookkeeping services to an extensive client base. The role will involve all normal duties associated with a progressive and developing small practice with primary emphasis on the following duties:

- Preparation of summaries for sales, purchases, cheque payments and cash receipts
- Reconciling bank, debtors and creditors
- Liaising with clients regarding the collation and preparation of VAT & PAYE/PRSI returns
- Preparation of VAT & PAYE/PRSI returns
- Dealing with RCT - Contract & payment notifications
- Processing payroll for clients on SAGE Micropay
- Other adhoc duties when required

**Skills required**

- High level of numeric accuracy
- Good organiser
- Time management skills to meet deadlines
- Ability to work on own initiative
- Good IT skills – proficient in the use of Tas books & Sage
- Good communication skills

**Qualifications/Experience**

- Good background in Accountancy
- Understanding of Accounting Principles
- Experience of working in practice desirable but not essential