

## **Experienced Bookkeeper Required**

### **Job Description**

Small south Dublin accountancy practice which also caters for the bookkeeping and payroll functions for a number of clients.

We are seeking to appoint an Experienced Bookkeeper on a permanent basis to take on this role.

The successful candidate will need to have a minimum of 3-4 years' experience in a similar role in practice and be able to perform the attached tasks as minimal training will be provided.

The successful candidate must also be have excellent time management and organisational skills to enable them to plan their workload to maximise efficiency.

Candidates must have experience using Sage, Tas books and Micropay Professional

### **Key Responsibilities:**

- Preparation of weekly/fortnightly/monthly payroll for a number of clients
- Preparation and submission of VAT, Vies, Intrastat and payroll taxes, and compliance with payment deadline
- Preparation and submission of RCT and compliance with payment deadline
- Posting of bank entries and payroll movements to the general ledger
- Posting sales invoices, purchases invoices, cheques, direct debits, lodgements etc
- Month end reconciliations for bank, debtors, creditors, payroll, RCT and vat accounts
- Preparation of financial reports on request
- Other Adhoc Duties

### **Key Skills:**

- Must have 3-4 years' experience in a similar role in practice
- Sage and Tas books experience essential
- Micropay Professional experience essential
- Excellent communication skills
- Ability to work within a team and also individually
- Excellent attention to detail is essential for this role
- Proven ability to work under pressure and be adaptable to a moving working environment
- Self-motivated with an ability to work on own initiative
- Ability to take responsibility for their tasks and ensure they are followed through to completion
- Proficient in the use of Microsoft office – excel and word