

Title: Part Qualified Accountant

Location: Dublin 16

Job Type: Permanent Full-Time

Salary: Negotiable

Qualification: Third Level Degree/Part Professional Qualification

The Firm

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

The Position

The position will involve delivery of quality accounting and taxation compliance 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
- Audit work would involve carrying out testing such as transaction tests and debtors circularisation
- Preparation of accounts
- Preparation of Income tax, VAT, PAYE/PRSI, P35s, Construction Industry and Corporation Tax returns
- Processing payroll for clients on SAGE Micropay
- Use of Relate, Sage and excel
- Attending stock takes
- Company secretarial work

Skills required

- High level of numeric accuracy
- Good organiser
- Time management skills to meet deadlines
- Ability to work on own initiative
- Good IT skills
- Good communication skills

Qualifications/Experience

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