

<b>Job Title:</b>	Accounts Assistant	<b>Job Category:</b>	Junior Accounts
<b>Department/Group:</b>	Accounts (Dublin)	<b>HQ:</b>	Dublin
<b>Location:</b>	Blackrock, Co Dublin	<b>Travel Required:</b>	No
<b>Level/Salary Range:</b>	€20,000-€24,000 (based on relevant experience)	<b>Position Type:</b>	Full-time Permanent (37.5 hours per week).
<b>Applications close:</b>	n/a	<b>Start Date:</b>	ASAP
<b>Reports to:</b>	Finance Manager		
<b>Works with:</b>	Finance at HQ (Dublin)		

**Interested in Joining a Fast-Growing Cloud Accounting Technology Company?**

AccountsIQ is an award-winning financial management platform that simplifies the way finance functions capture, process and report their financial information across multiple locations. We are growing at an exceptional rate and are looking to recruit an Accounts Assistant to work with our Finance Manager in our Headquarters in Blackrock Dublin.

With Headquarters in Dublin and London, AccountsIQ provides powerful cloud accountancy and consolidation software designed for multi-site and multi-company businesses and accountants. The company has a very varied workforce drawn from a large number of nationalities and prides itself on being a flexible employer.

**Job Description**

**ROLE AND RESPONSIBILITIES**

As an Account Assistant, the role will involve working within the Accounting department. The role involves assisting the Finance Manager in the maintenance and reporting of the company's finances.

Typical duties include:

- Creation and Maintenance of Sales Invoices and the back-up data in Excel
- Purchase Ledger Maintenance
- Reconciliation of all Base and Foreign Currency Bank accounts
- Petty Cash Maintenance
- Ensuring all records are accurate.
- Setting up new Customers and any relevant sales orders

**REQUIREMENTS FOR THE ROLE**

To be considered for this role, you must have:

- Fluent English
- Full working Visa or Irish Resident
- Accounting Technician/Bookkeeping skills/qualification at a minimum
- Experience in Microsoft Office especially Excel, Outlook, Teams
- 1 years' experience in a similar role

**THE CANDIDATE**

The ideal candidates for this position will have completed a Bookkeeping/Accounting Technician course. Experience working with finance software would be advantageous.

They would ideally be very computer literate with experience with using a large variety of software programs.

Ability to work well in a team and to be able to work on their own initiative is also important. Very confident with dealing with clients and suppliers on the phone is very important.

This role will be based in Blackrock, Co Dublin as soon as it is possible but for the moment will be a working from home role.

**How to Apply**

EMAIL: [RECRUITMENT@ACCOUNTSIQ.COM](mailto:RECRUITMENT@ACCOUNTSIQ.COM) WITH COVER LETTER AND CV

Subject Line: Accounts Assistant