

Accounts Assistant, Dublin 2

About the role

In this role, you will be responsible for managing the day-to-day financial operations of the company while also providing support with tender submissions. The ideal candidate will be highly organised, proactive, and able to maintain accuracy in a fast-paced environment. You will collaborate with various stakeholders, including clients, suppliers, and third-party providers, to ensure financial processes run efficiently and tender submissions are completed successfully.

Responsibilities

- Oversee daily financial transactions, including monitoring and recording payments and receipts from bank statements, credit card statements, and petty cash.
- Perform monthly reconciliations for bank, credit card, and petty cash accounts to ensure financial accuracy.
- Manage the creditor process by recording supplier invoices, ensuring payment accuracy, and preparing payment forms for approval by the Finance Manager.
- Handle invoicing duties, including tracking invoicing requests, generating invoices on the system, and issuing invoices upon approval from the Managing Director.
- Build and maintain relationships with client accounts payable teams, following up monthly on outstanding payments.
- Liaise with third-party providers, clients, and suppliers to resolve financial queries promptly and professionally.
- Assist the team in preparing and completing documentation required for tender submissions.
- Ensure financial and procedural documentation is up to date and compliant with company standards.

Skills & requirements:

- Proficient in Sage 50 Accounts and Excel.
- Excellent attention to detail and a high level of accuracy.
- Strong analytical and problem-solving abilities.
- Highly organized and able to present information clearly to others.
- Strong administrative skills and professional communication.
- Ability to work well both independently and as part of a team.
- Accounting Technician or part-qualified ACA/ACCA is preferred.

How to Apply:

If you would like to contact us or apply for the position, please email careers@johnspainassociates.com. Learn more about JSA through our LinkedIn page.

John Spain is an equal opportunities employer and seeks to encourage a diverse and inclusive workforce