



Job Title: **Accounts Technician / Office Administrator**

Job Type: Permanent/Full time

Location: Dublin 12

Salary: DOE

**The Role:**

- Processing outgoing invoices
- Payment of supplier invoices
- Bank reconciliations
- Bank lodgements
- Assist in year-end audit
- Vat returns
- Payroll related duties
- General office administration duties, which would include answering phone calls and dealing with queries, filing etc.

**Requirements:**

**The ideal candidate must:**

- Be experienced in Accounts & Book-keeping
- Have a minimum of 2-3 years' experience in a similar role
- Have experience of using Sage 50 Accounts, Quickpay and VAT cash accounting.
- Be proficient in computer skills, Office, Excel, Power point etc.
- Be able to work on own initiative and as part of a small team.
- Have excellent communication skills.
- Be fluent in English, both written and oral.
- Have a full clean driver's license.
- Experience in Marketing/PR would be an advantage

**Apply to:**

**If you have the relevant experience and wish to apply for this role, please forward your CV and Cover Letter to [nevan.charolais@gmail.com](mailto:nevan.charolais@gmail.com)**

Closing date for applications is **Friday the 3<sup>rd</sup> of February 2017.**