



## JOB DESCRIPTION

<b>Job title</b>
Accounts Assistant
<b>Name of person or job role reporting to</b>
Head of Finance - Ireland
<b>Responsibilities</b>
<ul style="list-style-type: none"><li>• Process supplier invoices and employee expenses onto the purchase ledger system</li><li>• Checking expense claim receipts against the company expense policy and identifying vat to reclaim in accordance with Revenue guidelines</li><li>• Dealing with supplier requests for payment and supplier queries</li><li>• Weekly supplier and expense payments</li><li>• RCT deductions and returns</li><li>• Filing and scanning supplier invoices and expenses with receipts</li><li>• Daily bank reconciliations, dealing with sterling, and multiple currency bank accounts</li><li>• Reconciliation of supplier statements</li><li>• Collate Timesheet's on a weekly basis</li><li>• Processing Debtor Invoices and following up on Payment</li><li>• Raising inter-company sales invoices</li><li>• Maintaining cash flow spreadsheet to be kept up to date with payments</li><li>• Month end duties to meet strict deadlines</li><li>• Dealing with multiple currency databases</li><li>• To ensure maximum flexibility and to reflect the Company's evolving needs, you may be asked to perform additional tasks that may be reasonably expected within your level of capability without additional remuneration.</li></ul>
<b>Qualifications/Experience</b>
<ul style="list-style-type: none"><li>• ATI or similar accounting qualification will be an advantage or qualified by experience</li><li>• Strong IT skills, particularly in Microsoft Excel and experience of ERP systems</li><li>• Good communication and organisational skills</li><li>• Ability to analyse and interpret</li><li>• Team player</li><li>• Can show initiative</li><li>• Self-motivated</li><li>• Approachable</li><li>• Ability to work to tight deadlines</li></ul>
I hereby agree that I have read and understood the job description.
Signed _____ Date _____
Name _____