



Job details

Accounts Assistant

Salary

Competitive

Job type

Full-time (Willing to look at 4 days per week for the right candidate)

Experience

- Accounts: 3 years (Preferred)

Benefits

On-site parking, Pension Scheme, Sick pay scheme

Full Job Description

St Luke's Home are looking for an Accounts Assistant to join their company.

Over the last 150 years we have built a strong and well-respected reputation as a leading provider of residential care and support services to older people in the Cork region. We are now looking for an Accounts Assistant for our Finance and Administration Team.

Role and Responsibilities:

You will be part of the Finance and Administration Team within St Luke's. The position reports to the Finance Manager.

Duties:

- Supplier invoice processing, payment runs and monthly creditor reconciliations
- Dealing with supplier queries and general AP duties as required
- HSE and Resident invoice processing and processing of direct debit files
- Dealing with resident accounts queries and general AR duties as required
- Processing of bank transactions and bank reconciliations

- Bookkeeping and general ledger management
- Assisting with the completion of accounts to trial balance stage
- Bookkeeping and general ledger management.
- Assisting with the preparation for the year-end audit
- Assist the Finance Manager with ongoing projects to improve and automate processes
- Provide cover for finance team colleagues.

Adhoc duties

- Any other duties within the general requirement of the role

Required Experience, Skills & Aptitudes:

Strong numeracy and competent basic accounting skills.

Experience with computerised accounts packages, preferably Sage 50.

Excellent computer skills – proficient in Microsoft Office, particularly Excel.

An effective and motivated team player.

Strong organisation skills with ability to prioritise workload and multi-task with strong attention to detail

Excellent communication skills are important as there will be interaction with staff, suppliers and other external parties.

Qualifications & Skills

- ATI qualified or part qualified or experience of working in a similar role

- - Candidates should have 3+ years' experience in a similar role with Computerized Payroll, MS Excel and Accounting Software