



Company Details Confidential



#JOB-2306820



Athy, Co. Kildare,



No of positions : 1



Paid Position



40 hours per week



Dependent On Experience



17/01/2025



14/02/2025

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : accounts@leinsterutilities.ie



Open your camera app & point here to view this ad online



Accounting Technician

Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

Job Description

We are currently looking to fill an Accounting Technician role.

Ideally someone who has experience to perform administrative tasks related to the compilation, processing, and analysis of financial records. Oversee financial documents - Invoice/Credit Note/Purchase orders. Responsible for routine reconciling, auditing, monthly statements

Key responsibilities will involve Accounts Receivable/Payable, Payroll, Revenue payments, Purchase Order tracker and General Office Administration.

MS office & Accounting software knowledge is essential.

The ideal candidate will be a confident self-motivated individual with good interpersonal skills and ability to work on their own initiative.

Salary offered will be commensurate with experience.

Working hours 9.00 to 5.00 , Monday to Friday.

Office based in Athy, Co. Kildare

Please send your CV along with a Cover Letter including salary expectations to accounts@leinsterutilities.ie

- **Sector:** construction

Career Level

- Experienced [Non-Managerial]

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 2
- **Minimum Qualification:** No Qualification **OR** Accounting Technician, Payroll, Purchase Order Tracking
- **Languages:** English C2-Master (Fluent)

(Desirable)

- **Ability Skills:** Administration, Computer Literacy, Customer Service, Financial
- **Competency Skills:** Flexibility, Teamwork, Time Management, Working on own Initiative
- **Specialising In:** accounting technician; payroll; purchase order tracking; accounts receivable; vat returns
- **Driving Licence:** Full: B