



Brooklodge Hotel and MacReddin Village



#JOB-2356507



Macreddin Village, Aughrim, Arklow, Co.

Wicklow, Y14 A362



No of positions : 1



Paid Position



39 hours per week



34000.00 Euro Weekly



23/09/2024



21/10/2024

How to apply

Application Method :

Not available



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



Accounts Assistant

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

The Ideal candidate should have bookkeeping / accounting experience and have an Accounting Technician qualification or equivalent.

The successful applicant will join a small Accounts team onsite at BrookLodge Hotel and will report directly to the Financial Controller.

The role will involve the following duties:

- Oversee the Stock Control systems for Food & Beverage within the hotel.
- Report on monthly F&B Stocktake results.
- Liase with F&B Suppliers and F&B Managers in the hotel on stock related matters and costings.
- Updating Nominal Ledger with necessary month end journals to complete the monthly management information pack.
- Maintain and update the Fixed Asset Register for the business.
- On some occasions you are required to work on weekends.

The ideal candidate will have the following skills and qualities:

- Hold accounting qualification or currently studying to attain one.
- Good PC skills with a good working knowledge of MS Excel and the other MS Office modules.
- Experience using an accounting package.
- Enthusiastic with an ability to work on your own initiative.
- Reliable with a good attention to detail and an ability to meet deadlines.

- **Sector:** accommodation and food service activities

Career Level

- Experienced [Non-Managerial]