



Brooklodge Hotel and MacReddin Village



#JOB-2389669



Macreddin Village, Aughrim, Co. Wicklow, Y14
A362



No of positions : 1



Paid Position



39 hours per week



34000.00 Euro Annually



29/04/2025



27/05/2025

How to apply

Application Method :

Not available



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Financial 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 seeking a detail-oriented and motivated Financial Technician to join our dynamic Finance team at BrookLodge & Macreddin Village—an award-winning destination known for its sustainable and organic hospitality. This role supports the day-to-day finance operations of a multi-department hospitality group, assisting in core accounting tasks and financial reporting functions.

Key Responsibilities:

- Processes supplier invoices ensuring that invoices and payments are accurate and timely sent, processes credit notes using 3-way matching (PO, delivery, invoice) and post to accounts system, and liaises with clients regarding timely payment and credit limits.

- Collaborates with internal departments (F&B, Spa, Events, Accommodation) for timely invoice approvals and query resolutions.

Assist in the preparation and reconciliation of daily and monthly bank accounts.

Assist with payroll processing using cloud-based software (e.g., Sage Payroll or equivalent).

Assist in generating weekly aged debtors and creditors reports and maintains accounting records

Supports accountants in the preparation and submission VAT returns, and in the month-end close process, including journal entries, accruals, and nominal ledger postings.

Helps maintain the Fixed Asset Register

Participates and assist in budget tracking and variance analysis across departments.

Contributes to the preparation of year-end audit documentation and provides information to auditors.

Aids in refining internal controls and improving finance workflows.

Creates, organises and provides financial information for accountants and managers.

Essential Skills:

At least 1–2 years' experience in an accounting technician or finance technician role.

Proficient in MS Excel and familiarity with programs such as Sage, SAP, Xero, or QuickBooks.

Strong attention to detail and numerical accuracy.

Good communication skills and the ability to interact with cross-functional teams.

Understanding of VAT principles and financial regulations in Ireland.

Desirable:

Experience working in a hospitality or multi-department environment.

Exposure to organic, sustainable, or ethical business operation

- **Sector:** administrative and support service activities

Career Level

- Experienced [Non-Managerial]