





## How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : karen@taxability.ie



app & point here to view this ad online

# Experienced Accounts Assistant/Bookkeeper

### **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 <u>Eligibility and requirements for an employment permit</u> if you are unsure of your eligibility to apply for this vacancy.

### **Job Description**

Due to the continued growth of our company we are are looking for an Experienced Bookkeeper /Accounts Assistant to join our Taxability Accountancy team in the Ballyjamesduff, Co-Cavan Office on a full time basis (37.5 hours per week). Prior experience working in an accounts based role would be a strong advantage but not essential.

The successful candidate needs to be self-motivated, highly organised, and have excellent attention to detail and be able to multi task.

Strong Microsoft Office skills are essential, particularly Word and Excel. Experience using accounting software (Quickbooks, Sage etc) would also be desirable.

Must have excellent verbal and written communication skills.

Qualifications and Experience are essential.

• Sector: professional, scientific and technical activities

### **Career Level**

• Experienced [Non-Managerial]