



Uniphar Durbin Ireland Ltd



#JOB-2407722



UNIPHAR DURBIN IRELAND, 4045

Kingswood Road, Dublin 24, D24 V06K



No of positions : 1



Paid Position



37.5 hours per week



34000.00 Euro Annually



18/08/2025



15/09/2025

How to apply

Application Method :

Not available



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Assistant Accountant

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 Assistant Accountant to provide technical support to the Finance team across month-end closing, reconciliations, financial reporting, and audit preparation. This role involves managing key accounting processes, ensuring data integrity, and supporting both internal and external stakeholders with accurate and timely financial information.

Key Responsibilities

Month-End & Financial Reporting

Assist the Financial Accountant in the preparation and execution of month-end close and consolidated group reporting.

Support the production of monthly management accounts, including variance analysis and commentary on balance sheet line items (debtors, creditors, stock).

Perform distribution margin analysis across multiple customers and reconcile program pass-through costs.

Maintain and update the Fixed Asset Register, ensuring accurate depreciation and asset lifecycle management.

Reconciliations & Controls

Prepare and review monthly bank reconciliations, clearing reconciling items in a timely manner.

Perform balance sheet reconciliations, ensuring completeness and accuracy of financial data.

Oversee the accounts payable (AP) and accounts receivable (AR) functions, including invoice processing, payment scheduling, and receipt allocation.

Manage credit control activities, ensuring timely debtor collections and accurate cash flow forecasting.

Process domestic and foreign currency banking transactions, including supplier payments and invoice matching.

Cash Flow & Treasury

Maintain and update the daily cash flow forecast.

Coordinate supplier payments, including preparation of mid-month and month-end payment runs.

Assist with fund transfers, cash allocation, and treasury reporting processes.

Operational Finance & Stock

Partner with the Operations team to provide financial reporting support for stock.

Maintain stock systems, ensuring accurate booking-out processes for prescriptions (weekly and month-end).

Investigate and resolve stock discrepancies and queries in a timely manner.

Audit & Compliance

Support annual statutory and external audits, including preparation of supporting schedules and reconciliations.

Maintain financial controls and ensure compliance with company policies and accounting standards.

Continuous Improvement

Maintain issue trackers, contribute to process improvement initiatives, and provide updates to the Finance Manager.

Support ad-hoc financial projects and administrative duties as required.

Candidate Requirements:

- minimum 1 year experience within Accounts Payable/Receivable function.
- Strong attention to detail and accuracy
- SAP experience preferred
- Working towards a professional qualification in ACCA/ACA/CPA desirable
- Intermediate Excel skills (vlookup, pivot tables etc)
- Excellent written and communication skills
- Minimum two years in an accounts role desirable
- Ability to work as part of a team and on own initiative

- This vacancy is suitable for Remote/Blended working
- **Sector:** professional, scientific and technical activities

Career Level

- Experienced [Non-Managerial]