



Graray Hotels Ltd



#JOB-2408771



THE ANNA LIVIA HOTEL, 63/64 O'Connell St  
U, Dublin 1, D01 X8C3



No of positions : 1



Paid Position



39 hours per week



34000.00 Euro Annually



27/08/2025



24/09/2025

## How to apply

### Application Method :

Please apply to the vacancy by the following means:

Email : [grace.oconnor14@gmail.com](mailto:grace.oconnor14@gmail.com)



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



## Junior Financial 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 Junior Financial Accountant to join our team. The successful candidate will be responsible for assisting with the management of financial records, ensuring accurate financial reporting, budgeting, tax compliance, and cost control. This role requires a high level of financial expertise, advanced knowledge of hospitality accounting, and a proven ability to manage financial operations in a fast-paced environment.

Please email your cv on:- [grace.oconnor14@gmail.com](mailto:grace.oconnor14@gmail.com)

### Key Responsibilities:

- Financial Reporting:
  - o Prepare monthly, quarterly, and annual financial statements and reports.
  - o Maintain and reconcile general ledger accounts.
  - o Monitor and analyse accounting data and produce financial reports
  - o Prepare and analyse monthly financial statements including profit and loss, balance sheets, and cash flow.
  - o Ensure that financial reporting adheres to Irish Accounting Standards (IFRS).
- Budgeting & Forecasting:
  - o Support in the creation of annual budgets and financial forecasts.
  - o Collaborate with department heads to track performance against budgeted figures and assist in making financial adjustments as necessary.
  - o Provide variance analysis to senior management to support decision-making.
- Audit Preparation & Coordination:
  - o Assist with internal and external audits, working closely with auditors to ensure compliance with financial reporting and internal control standards.
  - o Ensure all financial data is accurate, well-documented, and ready for audit procedures.
- Cost Control & Inventory Management:
  - o Conduct cost analysis for all operations, focusing on cost-saving opportunities and maximizing profitability.

- o Oversee inventory management of hotel supplies and materials, ensuring costs are controlled and wastage is minimized.
- o Monitor and report on capital expenditures, ensuring proper accounting and control of hotel assets.
- Cash Flow Management:
  - o Track and manage cash flows, including managing accounts payable and accounts receivable.
  - o Ensure sufficient liquidity for operational needs and ensure that cash balances align with budgeted figures.
- Systems & Technology:
  - o Utilize hotel-specific financial systems (e.g., Opera, QuickBooks, Sage) to manage the day-to-day financial functions of the hotel.
  - o Leverage financial software to streamline financial reporting, tax filings, and budget management.
  - o Proficiency in accounting software (e.g., Excel, QuickBooks, SAP, Oracle, or similar).

#### Skills & Qualifications:

- Education:
  - o A degree in Accounting, Finance, Business Administration, or a related field.
- Professional Certification:
  - o Professional certification such as CPA, ACCA, or CA is an advantage but not required.
- Experience:
  - o At least 1 year of experience in an accounting field.
  - o Demonstrated experience with hotel accounting systems (e.g., Opera, QuickBooks, Sage)
- **Sector:** accommodation and food service activities

#### Career Level

- o Entry Level