



ACCIDENT REPAIR MANAGEMENT LIMITED



#JOB-2412713



ARM LTD., An Lár, Bray, Co. Wicklow, A98

K3K7



No of positions : 2



Paid Position



36 hours per week



To be Confirmed



18/09/2025



16/10/2025

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

- Accounts Payable Function : Processing Supplier invoices, monthly supplier reconciliations, and payments
- Sales Invoicing/Accounts receivable ledger: Sending invoices and statements, while managing Debtors and Credit Control
- Purchasing administration support
- Daily monitoring of cash flow
- Bank reconciliations
- File maintenance on the accounts package (SAGE 200)
- Ad-hoc office management duties

- **Sector:** financial and insurance activities

Career Level

- Entry Level