



W. W. (ELECTRICAL) LIMITED



#JOB-2413860



Unit 7, Western Pkwy Bus Ctr, Ballymount  
Road, Dublin 12, D12 FR59



No of positions : 1



Paid Position



40 hours per week



0.00 Euro Hourly



26/09/2025



24/10/2025

## How to apply

### Application Method :

Not available



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online



## Accounts Administrator

### 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

Experienced Accounts Administrator required for a busy and expanding electrical contracting firm in the construction sector based in the Ballymount area of Dublin 12.

#### Job Duties/Responsibilities:

- Process and maintain supplier invoices and ledgers on Sage 50
- Maintain accurate accounts payable records
- Process customer invoices and maintain accounts receivable ledgers
- Carry out weekly bank and credit card reconciliations
- Support month-end reporting and accounts
- Reconcile and record weekly payroll hours and maintain records for payroll operator
- Record and reconcile Project Costings and Report Monthly to the Accountant
- Assist Accountant with Vat Returns
- Preparation of various reports for Contracts Manager and Accountant
- Perform Ad Hoc duties as assigned

#### Requirements:

- Excellent IT skills is essential - Proficient at Microsoft Office, specifically Word and Excel and Adobe Acrobat
- Excellent interpersonal and communication skills
- Excellent organisational skills and attention to detail is essential
- Excellent Bookkeeping skills required
- Ability to work on own initiative or as part of a team
- Ability to meet important deadlines in a fast paced office environment
- Ability to multi task and work on own initiative is essential
- Knowledge of the construction sector would be preferred

- Knowledge of Sage 50 or similar package preferred but not essential

3-5 years in accounts administration preferred

Job Type: Full-time, Permanent, Monday – Friday 9:00 a.m. to 5:00 p.m.

Start Date: Immediate

- **Sector:** construction

### **Career Level**

- Experienced [Non-Managerial]