



ABS SYNERGY LIMITED



#JOB-2413914



8/10 Coke Lane, Smithfield, Dublin 7, D07

EN2Y



No of positions : 1



Paid Position



39 hours per week



36000.00 Euro Annually



26/09/2025



24/10/2025

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

ABS Synergy Ltd t/a Synergy Bookkeeping requires an Assistant Accountant for their premises at 8-10 Coke Lane, Smithfield, Dublin 7.

39 hours per week at a minimum €36,000 per annum (€17.75 per hour). Salary may be more based on experience and will increase proportionately if additional hours are required.

We are now recruiting for a permanent full-time Assistant Accountant.

Job Description: We are seeking a motivated and detail-oriented Assistant Accountant to join our accounting team. The successful candidate will support the preparation of financial statements, assist with management reporting, perform reconciliations, and contribute to statutory compliance processes. This role requires accuracy, analytical thinking, and strong technical accounting skills, with opportunities to gain exposure across all areas of bookkeeping, management accounting, and client financial control.

Responsibilities:

1. Assist in the preparation of monthly management accounts and financial statements.
2. Perform bank, debtor, and creditor reconciliations and investigate discrepancies.
3. Support payroll processing and ensure compliance with statutory requirements.
4. Assist in the preparation and submission of VAT, PAYE, and other Revenue returns.
5. Prepare working papers and schedules to support year-end accounts and audits.
6. Monitor client accounts, track aged debtors/creditors, and prepare balance sheet reviews.
7. Liaise with clients to obtain financial documentation and resolve accounting queries.
8. Work closely with senior accountants and bookkeepers to maintain accurate financial records and implement financial controls.

Key Requirements:

- Minimum 1 year experience in accounting, bookkeeping, or finance role.
- Qualification in Accounting, Finance, or Business (Diploma / A.A.S. or equivalent).

- Proficiency in accounting software (QuickBooks desirable) and strong MS Excel skills.
- Demonstrated knowledge of management accounting, reconciliations, and statutory returns.
- High level of accuracy and attention to detail in handling financial data.
- Strong analytical and problem-solving skills with ability to work independently.
- Effective communication skills to liaise with clients and colleagues.
- Professional working level of English required.
- **Sector:** financial and insurance activities

Career Level

- Experienced [Non-Managerial]