



Ward Automation Limited



#JOB-2416088



WARD AUTOMATION LTD., Finisklin Bus Pk,

Sligo, Co. Sligo, F91 W1HE



No of positions : 1



Paid Position



39 hours per week



To be Confirmed



13/10/2025



10/11/2025

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : careers@wardautomation.ie

URL :

<https://wardautomation.ie/>



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

The Role

The accounts person will provide financial support to the finance director. The successful candidate will play a key role in maintaining accurate financial records and delivering excellent service.

Responsibilities

Maintaining the financial records of the company to enable the preparation of accurate & timely management accounts.

Preparation of reconciliations such as bank, credit cards, debtors and creditors.

Forecasting monthly cash flows.

Preparation and reconciliation of bi-monthly vat returns.

Assist with cost analysis and liaising with engineers on budgets/ profitability of the various projects.

Preparation of CSO returns.

Coordinate with external accountants.

Ad hoc duties as requested by the financial director.

Key Skills

Appropriate professional qualification.

Have excellent communication skills and be able to work on own initiative.

Proficient IT skills and experience using the sage system is desirable.

Strong organisational skills with attention to detail & time management.

Ability to prioritize tasks and manage time effectively.

Work Location,

On-site, F91 W1HE

Experience/Qualifications

Applicants should have at least 3 years' experience in similar role.

- **Sector:** manufacturing

Career Level

- Experienced [Non-Managerial]

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 2

(Desirable)

- **Ability Skills:** Administration, Analytical, Financial
- **Competency Skills:** Decision Making, Flexibility, Time Management, Working on own Initiative
- **Languages:** English C2-Master (Fluent)