



KILLIAN CONSULTING



#JOB-2421659



Co. Dublin,



No of positions : 1



Paid Position



30 hours per week



35000.00-45000.00 Euro Hourly



21/11/2025



19/12/2025

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : jobs@prorecruitmentireland.ie



Open your camera
app & point here
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online



Accounts & Compliance Assistant (Mon to Thurs)

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

Pay: €35,000.00-€45,000.00 per year

Job Description:

Pro Recruitment Ireland is proud to be working with one of Ireland's most progressive Chartered Accountancy firms. With an impressive list of benefits for the right candidate. Based in North Co Dublin.

Accounts & Compliance Assistant — offering a 4-day working week (Monday to Thursday), hybrid flexibility, strong benefits, and clear development pathways.

This is a fantastic opportunity for someone who wants to contribute meaningfully while enjoying more time for life outside of work.

This role is ideal for anyone seeking a better work-life balance — whether you're studying, returning to the workforce, looking to reduce your working week, or simply aiming for a more flexible, sustainable career rhythm.

What You'll Be Doing

As part of the accounts and compliance team, you'll play a key role in supporting client accounting files and ensuring smooth delivery across the practice. Your responsibilities will include:

Preparing client information packs and supporting outsourced accounting workflows

Assisting with reconciliations, ledgers, and year-end journals

Managing compliance documentation (CRA roll-forwards, engagement letters, minutes, etc.)

Downloading and reviewing ROS information

Drafting client information request letters and supporting admin tasks

Ensuring accuracy and consistency across client files

You'll be joining a team that values quality, collaboration, and efficiency — and you'll have the autonomy to own your workload.

What You'll Bring

1–3 years' experience in an accounting practice (or strong industry experience)

Bookkeeping qualification (IATI or part-qualified is a bonus)

Solid understanding of reconciliations, ledgers and year-end processes

Experience with Xero, Sage or QuickBooks

Familiarity with ROS is a strong advantage

Strong organisational skills and a sharp eye for detail

Why This Role Stands Out

4-Day Week (Mon–Thurs) — enjoy a long weekend every week

Hybrid model: 2 days working from home

Early finish every Friday (for those opting for a 5-day pattern)

Flexible start and finish times

Paid study leave, exam leave & exam fees

Annual salary reviews

Additional annual leave

EAP & Wellness Hub

Active social committee

Comprehensive induction, training & progression opportunities

This is a rare opportunity to do rewarding work in a role that respects your time, supports your development, and gives you the flexibility to thrive both professionally and personally.

Job Type: Permanent

Benefits:

Bike to work scheme

Company events

Company pension

Flexitime

On-site parking

Work from home

Work Location: Hybrid remote in Co. Dublin, CO. Dublin

- This vacancy is suitable for Remote/Blended working

- **Sector:** financial and insurance activities

Career Level

- Experienced [Non-Managerial]

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 3
- **Minimum Qualification:** Level 7 (incl Diploma & Ordinary Bachelor Degree)

(Desirable)

- **Ability Skills:** Administration, Analytical, Financial, Technical IT
- **Competency Skills:** Decision Making, Flexibility, Priority Planning, Problem Solving
- **Specialising In:** compliance; accounts