



Company Details Confidential



#JOB-2422840



Unit 101, Ashbourne Ind Est, Ashbourne, Co.

Meath, A84 R668



No of positions : 1



Paid Position



20 hours per week



To be Confirmed



28/11/2025



26/12/2025

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : info@emanuelassociates.ie



Open your camera app & point here to view this ad online



BOOKKEEPER

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

- Data processing of sales and purchase invoices
- Processing and allocations of bank receipts and payments
- Bank reconciliations
- Debtor and creditor reconciliations.
- Processing payroll, maintain files and uploading paye reports to Revenue. Process the payments to ROS.
- Maintaining audit exempt files to office standard. Simple structure. Adequate training provided.
- Process and filing VAT returns. VAT reconciliations.
- Limited office administration.
- Accounting software experience (Twinfield, CCH Central, Sage, Xero, or similar).

- This vacancy is suitable for Remote/Blended working
- **Sector:** professional, scientific and technical activities

Career Level

- Experienced [Non-Managerial]

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 2
- **Minimum Qualification:** Level 2 Certificate

(Desirable)

- **Ability Skills:** Analytical, Computer Literacy, Interpersonal Skills
- **Competency Skills:** Flexibility, Teamwork, Time Management, Working on own Initiative