



Company Details Confidential



#JOB-2427999



34 Baggot Street Upper, Dublin 4, D04 Y9C0



No of positions : 1



Paid Position



40 hours per week



36650.00 Euro Annually



09/01/2026



06/02/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : danni@plz.ie



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



Accounting Technician

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 Accounting Technician role will encompass a wide range of bookkeeping, accounts, tax, administrative tasks. This position requires a thorough understanding of Irish accounting standards, tax regulations, and the ability to manage multiple client portfolios.

Key Responsibilities:

Recording Transactions:

Accurately recording financial transactions for clients using accounting software or manual ledger systems. This includes entries for sales, purchases, expenses, receipts, and payments.

Maintaining General Ledger:

Organise and categorize transactions into appropriate accounts in the general ledger, ensuring that financial records are organized and up to date for each client.

Reconciling Accounts

Reconcile bank statements, credit card statements, and other financial accounts for clients to ensure that recorded transactions match actual balances; investigate and resolve any discrepancies.

Accounts Payable and Receivable:

Manage accounts payable by processing invoices, issuing payments to vendors on behalf of clients, and maintaining accurate records of outstanding bills; handle accounts receivable by invoicing clients, tracking payments, and following up on overdue invoices.

Preparing Financial Reports:

Assist in preparing basic financial reports, such as income statements, balance sheets, and cash flow statements, based on the recorded transactions.

Tax Preparation:

Prepare tax returns for clients by organizing and summarizing financial data, providing supporting documentation, and ensuring compliance with tax regulations.

Office Administration:

Provide general administrative support to the office, including answering phones, responding to emails, and handling correspondence.

Maintain filing systems and databases, both electronic and physical, to ensure efficient record-keeping and data management.

Assist with the preparation of documents, presentations, and reports for internal and external stakeholders.

Coordinate office maintenance and repairs, liaising with vendors and service providers as necessary.

Customer Service:

Serve as a point of contact for customers or clients regarding account inquiries, billing issues, and payment arrangements.

Provide excellent customer service by addressing customer concerns promptly and professionally.

Build and maintain positive relationships with clients to facilitate effective communication and problem resolution.

Financial Reporting:

Assist with the preparation of financial reports and analysis related to accounts receivable, credit control, and cash flow management.

Generate aging reports, credit risk assessments, and other financial documents to support decision-making processes.

Education & Qualifications:

Bachelor's degree in Accounting, Finance, or a related field. A professional qualification (ACA, ACCA, or equivalent) or progress towards one is highly desirable.

Experience: 5-7 years of proven experience within accounting practice, with a strong background in client portfolio

- **Sector:** professional, scientific and technical activities

Career Level

- Experienced [Non-Managerial]