



P.J. BRENNAN & COMPANY LIMITED



#JOB-2430549



BRENNAN & CO., UNIT 61, Birch Avenue,  
Stillorgan Bus Pk, Co. Dublin, A94 XW68



No of positions : 1



Paid Position



40 hours per week



34000.00 Euro Annually



23/01/2026



20/02/2026

## How to apply

### Application Method :

Not available



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online



## Group 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

Reports to: Group Senior Financial Accountant

Company: Group role

This role is responsible for assisting with the life cycle management of the finance function across three Group companies. This person will work closely with the Group Senior Financial Accountant to oversee month end procedures to include period close deadlines and monthly balance sheet reconciliations. The successful candidate will collaborate with cross-functional teams such as Accounts Payable and Receivable to provide financial advice and support in decision-making processes and work closely with both internal and external stakeholders.

Salary is €34,000, 40 hours per week, Monday – Friday.

#### Tasks and Responsibilities

##### Financial Management and Reporting

Preparation of daily bank reconciliations

Preparation of daily credit card reconciliations

Post accruals & prepayments in preparation of month end routine.

Perform month balance sheet reconciliations for review.

Maintenance of fixed asset registers including motor fleet

Monthly posting and reconciliation of intercompany transactions

##### Financial Management and Reporting

Prepare monthly analysis of performance against budget including variance analysis and commentary for Management.

##### TAX & Statutory Compliance

Preparation of bi-monthly VAT returns for ROI company

Preparation of quarterly VAT returns for NI company

Preparation of monthly VIE's & Intrastat returns

Completion of Statistic office returns

Assist with group audit process

Ad-hoc duties

Ensuring proper execution of internal controls and procedures

Assist with other finance tasks where possible

Continuous review and monitoring of existing processes and proactively suggest areas for improvement

Skills/Experience

A degree (Level 8 NFQ) in Accounting, Finance or a related field.

Part-Qualified ACA / ACCA / CIMA/CPA or IATI qualified

Minimum of 1-2 years PQE desirable

Experience of reporting and analysis

Proficiency in integrated accounts packages and Microsoft applications (particularly a high competency in Excel)

Experience with a Microsoft ERP or similar will be a distinct advantage

Excellent numeric, analytical skills and attentiveness to detail

Can establish and maintain effective working relationships with colleagues and stakeholders

Demonstrated ability to work diligently, accurately and under pressure

Ability to multi-task, skill in establishing priorities and managing workloads

Capable of working on your own initiative whilst keeping stakeholders informed through clear communications

What we can offer you

21 days Annual Leave plus 5 Company Days

Pension contributions upon successful completion of probationary period

Competitive salary with a 10% annual bonus

Income Protection

Death in Service Benefit

Hybrid working options

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

### Career Level

- Entry Level