



Kelly Colfer Son & Poyntz



#JOB-2431494

KELLY COLFER SON & POYNTZ, Delare



House, S St, New Ross, Co. Wexford, Y34

PK37



No of positions : 1



Paid Position



7 hours per week



39000.00-44000.00 Euro Annually



28/01/2026



09/02/2026

How to apply

Application Method :

Not available



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



Part Time Legal 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

The company

Kelly Colfer Son & Poyntz Solicitors, based in New Ross has been offering legal services in Southeast since 1872. It is owned and operated by Solicitor Declan Joyce. With a team of staff that has more than 60 years of combined experience, it is one of the more trusted legal firms in Wexford.

Role summary:

Reporting to Principal Solicitor, the person will need to be self-motivating, have excellent time management skills, to be able to prioritise tasks, retrieve information from others and communicate effectively.

The role is part time. Choice of 1 full day or 2 half days on-site.

The main responsibilities in this role will include:

- Posting client and office transactions and maintaining accurate financial records on a weekly basis
- Ensuring all financial records and client fund handling adhere to Law Society regulations and Revenue requirements
- Liaising with Principal Solicitor and support staff regarding matter ledgers and cash accounts/distribution accounts
- Running month end and year end and reporting requirements
- Posting creditor invoices and payments
- Posting debtor invoices and compiling fee list report
- Process payroll and associated Revenue returns
- Process and file VAT returns

Required Qualifications and Skills:

- As this is an accounting role, we would prefer a Level 6 or Level 7 in Accounting Technician or similar qualification in Bookkeeping is essential
- At least 2-5 years in a similar working legal environment is a minimum requirement

- Full competency with filing Vat & Revenue Returns
- Full competency with Keyhouse / Dye & Druham Accountancy Package (SAM) & Payroll

System

- Ability to run accounting reports
- Good communication skills
- Good collaboration skills

Benefits of working at KCSPS

- Free Car Parking on site
- Part Time hours for Work Life Balance on-site
- Choose 1 day working or 2 half days on-site

Salary Scale

€39,000 to €44,000 Pro Rata

Please email Cover Letter & CV to info@kellycolfer.ie

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

Career Level

- Experienced [Non-Managerial]

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 2
- **Minimum Qualification:** Level 6 (incl Higher Advanced Certificate & National Craft Certificate)

(Desirable)

- **Ability Skills:** Administration, Analytical
- **Competency Skills:** Collaboration, Problem Solving, Working on own Initiative
- **Specialising In:** payroll experience; bookkeeping experience