



Company Details Confidential



#JOB-2432632



PTB Accounting Limited, 51 Bracken Road,
Sandyford, Dublin 18, D18 CV48



No of positions : 1



Paid Position



39 hours per week



34000.00 Euro Annually



26/02/2026



26/03/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : changlong@ptb.ie



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



Practice Accountant (Full-Time / Permanent)

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

Company Overview

We are a growing, dynamic accounting practice based in Sandyford Dublin 18, dedicated to providing high-quality financial services to a diverse portfolio of Irish SMEs. We pride ourselves on building strong client relationships and delivering proactive business advice.

Position Summary

We are seeking a motivated and detail-oriented Practice Accountant to join our team. This role is central to our service delivery, focusing on core accounting functions including bookkeeping, VAT compliance, payroll, and the preparation of statutory financial statements. The ideal candidate will be a tech-savvy professional with a strong understanding of Irish tax regulations and a passion for helping SMEs thrive.

Key Responsibilities

Financial Reporting & Year-End

Prepare statutory financial statements for Irish SMEs in accordance with FRS 102 (Section 1A) and FRS 105.

Maintain accurate workpapers and lead schedules for year-end files.

Liaise with clients to resolve queries and ensure all documentation is complete.

Tax & Compliance

Prepare and file periodic VAT returns via ROS (Revenue Online Service).

Conduct VAT reconciliations and ensure compliance with Irish VAT legislation.

Assist in the preparation of Corporation Tax (CT1) returns.

Payroll Services

Process weekly/monthly payroll for a portfolio of clients.

Ensure compliance with PAYE Modernisation, including the submission of Payroll Submission Requests (PSRs).

Manage starters, leavers, BIK calculations, and annual P60 equivalents (Employment Detail

Summaries).

Bookkeeping & Management Accounts

Perform full-cycle bookkeeping for clients using cloud software (Xero, QuickBooks, or Sage).

Prepare monthly or quarterly management accounts to provide clients with real-time insights into their business performance.

Bank reconciliations and accounts payable/receivable management.

Requirements & Qualifications

Experience: Minimum 3–5 years of relevant financial work experience.

Qualification: Part-qualified or Newly Qualified (ACCA/CPA/ACA) or an Accounting Technician (ATI) with significant experience.

Software Skills: Proficiency in cloud accounting software (e.g., Xero, QuickBooks, Sage) and ROS. Experience with BrightPay or similar payroll software is a plus.

Technical Knowledge: Strong understanding of Irish GAAP and Revenue compliance.

Communication: Excellent verbal and written in both English and Chinese, with the ability to explain complex financial matters to non-financial business owners.

What We Offer

Competitive salary based on experience.

Study support for remaining exams.

Clear career progression pathways within the firm.

A collaborative and supportive team environment.

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

Career Level

- Experienced [Non-Managerial]

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 3
- **Minimum Qualification:** Level 9 (incl Post Graduate & Diploma & Master Degree)
- **Specialising In:** aca; acca; ati; cpa

(Desirable)

- **Ability Skills:** Communications, Customer Service, Financial
- **Competency Skills:** Collaboration, Problem Solving, Teamwork, Time Management
- **Driving Licence:** Full: B
- **Languages:** English C2-Master (Fluent), Chinese C2-Master (Fluent)