



Company Details Confidential



#JOB-2433436

DENTAL CARE IRELAND, Unit 7, The



Seapoint Bldg, 44/45 Clontarf Road, Dublin 3,

D03 YN25



No of positions : 1



Paid Position



39 hours per week



38000.00 Euro Annually



25/02/2026



25/03/2026

## How to apply

### Application Method :

Please apply to the vacancy by the following means:

Email : [careers@dentalcareireland.ie](mailto:careers@dentalcareireland.ie)



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



## Accounts 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 Accounts Technician is a key member of the Finance Department, responsible for supporting a broad range of accounting and financial activities across the organisation. This is a hybrid role that combines core Accounts Assistant responsibilities with exposure to management accounts preparation, general ledger support, and dentist remittances and associate profit calculations.

The role offers significant scope for development and is suited to a motivated individual who is qualified or studying towards an Accounting Technician qualification and who is keen to broaden their technical accounting experience. In addition to defined responsibilities, the role provides opportunities to support other accounting tasks and projects as required within the Finance function.

The Accounts Technician will work closely with internal stakeholders and external parties and is expected to take ownership of tasks, communicate clearly and professionally, and contribute to continuous improvement of processes and controls.

#### Accounts Assistant – Core Responsibilities

Maintenance of purchase ledger including logging invoices on receipt, posting approved invoices to the accounting system, supplier statement reconciliations, and vendor master data maintenance

Processing PO and non-PO invoices, ensuring correct matching, coding, and approvals. Preparation and execution of supplier payment runs

Maintenance of sales ledger including posting invoices, resolving queries, and supporting debt collection activities

Downloading and posting bank transactions and performing regular bank and cash reconciliations across multiple accounts

Linking with internal stakeholders to resolve cash, bank, supplier, or customer queries

Processing employee expense claims, including vouching to receipts, verifying approvals, and ensuring accurate cost coding

Document management of bank statements, invoices, audit files, and month-end documentation

Assisting with audit file preparation and responding to audit queries

Providing cover for other finance duties during periods of leave or peak workload

Management Accounts & General Ledger Support

Supporting the General Ledger Accountant in the preparation of monthly management accounts

Assisting with balance sheet reconciliations and preparation of supporting schedules

Performing analysis of profit and loss line items and investigating variances

Assisting with month-end close activities, including preparation of journals under supervision

Supporting accruals, prepayments, payroll-related postings, and practice-level reporting

Developing an understanding of management reporting structures, controls, and financial processes

Dentist Remittances & Associate Calculations, calculation of dentist income, cost allocations, and associate profit shares.

Qualifications / Experience

Essential

Qualified Accounting Technician or studying towards qualification

Minimum of 2 years' experience working in a finance or accounts environment

Strong working knowledge of account

- This vacancy is suitable for Remote/Blended working
- **Sector:** human health and social work activities

### **Career Level**

- Experienced [Non-Managerial]