

**CUALA SENIOR CARE LIMITED**

#JOB-2434990

BLOCK 4, Bracken Business Park, Bracken
Road, Sandyford, Dublin 18, D18 V0Y0

No of positions : 1

Paid Position

39 hours per week

46800.00 Euro Annually

20/02/2026

20/03/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : Francis.puthiry@dovida.ie



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



Finance & Accounts Coordinator (Accounting Assistant)

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

With a global presence across six countries, Dovida delivers nine million hours of care annually.

In Ireland, our network of 25 offices and 350 professionals supports 4,000 caregivers, empowering over 7,000 clients to live life their way.

Guided by our 'Circle of Care' philosophy, we promise: Your Life, Your Way.

Be part of a team that values compassion, empowerment, and making a real impact. Join us and help shape a brighter future—one life at a time

Role Overview

Cuala Senior Care Limited T/A Dovida is looking for "Finance & Accounts Coordinator (Accounting Assistant)" who will support the Finance function across accounting, reporting, compliance, taxation, and business analysis activities. This role is well suited to a candidate with strong academic grounding in accounting, financial reporting, taxation, audit, and strategic financial management, applying these principles in a practical business environment.

Financial Reporting & Accounting

Assist in the preparation of monthly management accounts and financial reports

Support balance sheet reconciliations and general ledger maintenance

Ensure financial data accuracy in line with accounting standards

Assist with year-end accounts and external audit preparation

Support internal control processes and audit requirements

Prepare documentation for internal and external audits

Ensure adherence to company policies and corporate governance standards

Assist with compliance requirements under Irish financial regulations

Assist with VAT returns, PAYE, and other statutory filings

Liaise with payroll providers and support payroll reconciliations

Maintain accurate records for Revenue compliance

Analyse financial data and prepare variance and cost analysis reports

Support budgeting and forecasting processes

Assist management with financial insights to support decision-making

Identify process improvements and efficiency opportunities

Other responsibilities-

Assist with financial research and data gathering

Prepare reports and presentations for senior management

Support finance projects and continuous improvement initiatives

Requirements

Skills & Competencies

Strong understanding of accounting and finance principles

High attention to detail and analytical mindset

Strong Excel and financial systems capability

Ability to interpret financial data and communicate clearly

Organised, deadline-focused, and commercially aware

Qualifications

Bachelors or Master's Degree in Accounting & Finance Management or equivalent

Part-qualified or studying towards ACCA / ACA / CIMA (desirable)

Previous experience in similar roles as trainee accountant

Hours of Work - 39 per week

Salary 46800 Per Annum

Work Location : Block 4, Bracken Business Park, Bracken Road, Sandyford Dublin 18, D18 V0Y0

- **Sector:** human health and social work activities

Career Level

- Entry Level