



CUSHMAN & WAKEFIELD COMMERCIAL
IRELAND LIMITED



#JOB-2440034



2 Cumberland Place, Fenian Street, Dublin 2,
D02 H0V5



No of positions : 1



Paid Position



40 hours per week



50000.00-55000.00 Euro Annually



25/03/2026



22/04/2026

How to apply

Application Method :

Not available



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Client Accountant

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

Main Responsibilities:

- a) Client Reporting on a monthly, quarterly, annual and ad hoc basis
- b) Produce monthly TB reporting packs, including preparation and posting of journal entries
- c) Quarterly and year end management company accounts preparation and audit liaison
- d) Bank reconciliations
- e) Liaise with clients, tenants, accounts team and property managers as necessary
- f) Assisting with external auditors in relation to service charge audits and completing audit schedule
- g) General file management
- h) Preparation of monthly & quarterly client reports to include Budget v Actual schedule
- i) Remittance of Rent to Owners and maintaining strong internal controls in this area
- j) Maintain and update service charge year end & budget apportionments
- k) Set up of new properties on system, including tenant and lease details etc.
- l) VAT returns
- m) Other duties as and when required
- n) Strong understanding of Property Management Accounts Internal Controls

Skills Required:

- a) Relevant third level degree in Accounting or Finance, or related field
- b) Qualified Certification from a recognised accounting regulatory body
- c) Two years' experience in a similar role (ideally in the property industry)
- d) Ideally hold a Third level Qualification
- e) Significant experience using Property Management systems, in particular Yardi Voyager
- f) Strong working knowledge of entire Microsoft Office suite (Excel & PowerPoint to an advanced level)

- g) Have the ability to multi-task, be organised and show initiative.
- h) Good interpersonal skills
- i) Excellent communication skills, both written and oral

- **Sector:** real estate activities

Career Level

- Professional