



IGGY MADDEN TRANSPORT LIMITED



#JOB-2443780



Multiple Locations



No of positions : 2



Paid Position



35 hours per week



34500.00 Euro Annually



05/05/2026



02/06/2026

### How to apply

#### Application Method :

Please apply to the vacancy by the following means:

Email : [accounts@iggymaddentransport.com](mailto:accounts@iggymaddentransport.com)



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## Accounts 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

Multiple Locations :

- IGGY MADDEN TRANSPORT, Galway Hbr Ent Pk, The Docks, Galway, Co. Galway, H91 TV76
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We are seeking a detail-oriented Accounts Assistant with a background in Data Analytics to support our finance team. The successful candidate will be responsible for managing financial transactions and assisting with financial data analysis and reporting to support business operations.

#### Key Responsibilities

- Processing and issuing sales invoices accurately and on time
- Recording and managing purchase invoices and supplier accounts
- Performing regular bank reconciliations and resolving discrepancies
- Assisting with accounts payable and receivable functions
- Analysing financial data to identify trends and support decision-making
- Preparing financial reports and data summaries using Excel or similar tools
- Supporting month-end and year-end financial processes
- Maintaining accurate financial records and documentation
- Assisting in improving financial processes using data-driven insights

#### Requirements

- Bachelor's degree in Data Analytics, Accounting, Finance, or related field
- Strong analytical and numerical skills
- Proficiency in Microsoft Excel and data analysis tools
- Attention to detail and accuracy
- Ability to interpret and analyse financial data
- Good communication and organisational skills

#### Additional Information

This is a full-time, permanent position

- **Sector:** transportation and storage

### Career Level

- Entry Level

### **Candidate Requirements**

(Essential)

- **Minimum Experienced Required (Years):** 1
- **Minimum Qualification:** Level 8 (incl Higher Diploma & Honours Bachelor Degree)

(Desirable)

- **Ability Skills:** Administration, Analytical, Financial
- **Competency Skills:** Problem Solving, Time Management