



MARATHON COACH HIRE LIMITED



#JOB-2444983



MARATHON TRAVEL, Unit 40, Block 5,
Northwood Court, Dublin 9, D09 T266



No of positions : 1



Paid Position



20 hours per week



To be Confirmed



28/04/2026



26/05/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : niamh@marathontravel.ie



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



Advanced Bookkeeper (Part-Time)

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

Reporting to: Financial Controller

Location: In Office (Santry, Dublin 09)

Hours: Part time, 20–25 hours per week (flexible across days)

Contract Type: Permanent, Part Time

Role Overview

We are seeking an experienced Advanced Bookkeeper to support our Financial Controller in the accurate maintenance of company accounts. This is a hands on role within a fast paced office environment, working as part of a small and collaborative team.

The role requires a strong technical understanding of bookkeeping processes, the ability to manage high volume reconciliations, and confidence in maintaining accurate reporting across Sage systems and Excel.

Key Responsibilities

Bookkeeping & Reconciliations

- Perform bank reconciliations, ensuring timely resolution of discrepancies

- Maintain and reconcile customer accounts

- Carry out large volume sales reconciliations

- Reconcile purchase orders against supplier invoices

- Review, verify and process invoices, ensuring accuracy and compliance with internal controls

Systems & Reporting

- Maintain accurate financial records using Sage 50 Accounts (Vital)

- Support payroll processing using Sage Payroll

- Prepare, maintain and reconcile Excel based financial reports, ensuring consistency with Sage data

- Assist the Financial Controller with ad hoc financial reports and analysis as required

Finance Support & Controls

- Support the Financial Controller with day to day finance operations

- Ensure financial data is maintained accurately and in line with company procedures

Assist with period end and audit related tasks where required

Proactively identify and flag discrepancies or process improvements

Skills & Experience Required

Essential

Proven experience in a Bookkeeping or Accounts role, ideally at a senior or advanced level

Strong working knowledge of Sage 50 Accounts (Vital)

Experience using Sage Payroll

High level of proficiency in Microsoft Excel, including maintaining reconciled finance reports

Strong attention to detail and a high level of accuracy

Ability to work efficiently in a fast paced environment

Desirable

Experience handling high volume transactional data

Experience working closely with a Financial Controller or senior finance function

Familiarity with internal controls and structured finance processes

Personal Attributes

Highly organised with strong time management skills

Comfortable working independently and within a small team

Proactive, methodical and solutions focused

Professional and discreet when handling confidential financial and payroll information

What We Offer

Flexible part time working hours (20–25 hours per week)

Supportive, close knit working environment

Stable, in office role with meaningful responsibility and autonomy

- **Sector:** financial and insurance activities

Career Level

- Experienced [Non-Managerial]