



Gilligan Black Recruitment Ltd



#JOB-2449759



Co. Dublin,



No of positions : 1



Paid Position



40 hours per week



35000.00-40000.00 Euro Annually



22/05/2026



19/06/2026

## How to apply

### Application Method :

Please apply to the vacancy by the following means:

Email : [anne.reid@gilliganblack.ie](mailto:anne.reid@gilliganblack.ie)



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



## 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

Accounts Assistant

Dublin 4

€35-40k, depending on experience

An exciting opportunity to join this well-known Marketing Company and really become part of the team!

As Accounts Assistant, you will work closely with the CFO, and your day-to-day duties will include:

Manage accounts payable activities, including reconciliations and resolution of supplier queries

Handle accounts receivable processes, including invoicing and collections

Perform regular bank reconciliations

Reconcile employee and business expenses

Support financial reporting and audit processes

Assist in the preparation of weekly and monthly management reports

Support month-end close activities

Undertake additional duties to support and enhance financial processes as required

It is essential that you have previous Accounts experience, and ideally have (or are working towards) an accounting qualification. Experience with Microsoft Dynamics 365 is an advantage.

Please apply for immediate consideration.

- This vacancy is suitable for Remote/Blended working
- **Sector:** professional, scientific and technical activities

### Career Level

- Not Required