



FORESIGHT GLOBAL RECRUITMENT  
IRELAND LIMITED



#JOB-2451682



F. & M. WHELAN ENGINEERING LTD,  
Rathangan, Duncormick, Co. Wexford, Y35  
D28P



No of positions : 1



Paid Position



39 hours per week



36605.00 Euro Annually



04/06/2026



02/07/2026

## How to apply

### Application Method :

Please apply to the vacancy by the following means:

URL :

<https://foresight.ie/jobseekers/>



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



## Accounts Technician

### 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

We are seeking a detail-oriented and proactive Accounts Technician for our client to join their finance team. This is a full-time, office-based position working directly in support of the Company Accountant. The successful candidate will play a key role in the day-to-day financial operations of the business, ensuring accurate record-keeping and timely reporting across all finance functions.

### Key Responsibilities

Assist the Company Accountant with the preparation of monthly management accounts and financial reports

Update receipts & payments bank records daily to the cheque journal for entry to Sage.

Perform bank reconciliations on a regular basis, identifying and resolving discrepancies

Maintain and update the general ledger, ensuring all entries are accurate and complete

Process supplier invoices, staff expense claims, and payment run

Assist with VAT returns, RCT, and other Revenue filings in compliance with Irish tax obligations

Manage the purchase order system and liaise with suppliers regarding account queries

Support the preparation of year-end audit files and liaise with external auditors as required

Maintain accurate and up-to-date financial records and filing systems

Carry out ad hoc financial and administrative tasks as directed by the Company Accountant

### Essential Requirements

Minimum 2 years' experience in a similar accounts or finance administration role

Proficient in Sage accounting software

Strong working knowledge of Microsoft Excel and the wider Microsoft Office suite

Solid understanding of Irish VAT rules, Revenue requirements, and general bookkeeping principles

High level of accuracy and attention to detail

Ability to manage multiple tasks and meet deadlines in a fast-paced environment

Strong communication and interpersonal skills

- **Sector:** manufacturing

### **Career Level**

- Experienced [Non-Managerial]