



EXPAND ACCOUNTING LIMITED



#JOB-2453254

EXPAND ACCOUNTING LIMITED, Unit 1,



Innov House, Porters Road, Dublin 15, D15

VW61



No of positions : 1



Paid Position



40 hours per week



Negotiable



12/06/2026



10/07/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : anastasia@expand.ie



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



Bookkeeper

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

This is a full-time on-site role for an Accountant Assistant at Expand Accounting Ltd in Dublin.

The candidate will be responsible for tasks such as bookkeeping, posting journals, bank reconciliation, reconciling accounts receivables and accounts payables using accounting software such as QuickBooks and Brightpay.

Qualification & Professional Experience:

Accounting Technician qualification of equivalent

Strong attention to detail and accuracy

Ability to work well in a team

Excellent organisation and time management skills

- **Sector:** professional, scientific and technical activities

Career Level

- Professional