



DONAGH HICKEY MOTORS LIMITED



#JOB-2458278



DONAGH HICKEY MOTORS, Shinnagh

Cross, Rathmore, Co. Kerry, P51 H920



No of positions : 1



Paid Position



39 hours per week



To be Confirmed



15/07/2026



12/08/2026

How to apply

Application Method :

Not available



Open your camera
app & point here
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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

Key Duties & Responsibilities

- Manage incoming calls professionally and efficiently, directing queries as appropriate
- Welcome and assist customers in the showroom, ensuring a positive first impression
- Accounts payable duties including processing invoices, credit notes and creditor's reconciliation
- Process vehicle registrations, motor tax applications, and transfers of vehicle ownership (training will be provided)
- Record and balance bank and card transactions
- Provide administrative support to both the sales and service departments as required.
- Perform additional general administrative duties as required

Candidate Requirements

- Excellent communication and interpersonal skills
- A qualification in Business Administration (or similar) or experience in an Accounts role would be an advantage
- Proficient in Microsoft Excel, Word, and Outlook
- Knowledge of Kerridge accounts system would be an advantage, but is not essential as training will be provided
- Highly organised with attention to detail, follow through on tasks
- Ability to work on own initiative but also as part of a team and manage workload effectively

- **Sector:** wholesale and retail trade; repair of motor vehicles and motorcycles

Career Level

- Not Required