



DISCOVER SCHOOL TOURS LIMITED



#JOB-2462434



SCHOOL TOURS, 121/122 Capel Street,
Dublin 1, D01 V3P0



No of positions : 1



Paid Position



37.5 hours per week



33000.00-38000.00 Euro Annually



04/08/2026



01/09/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : HR@SCHOOLTOUR.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

About the role

The role of the Accounts Assistant is to provide support to the accounts team and the wider School Tour Company team in the day to day running of the business. The job holder will report directly to the Accounts Manager. Main duties will include transaction reconciliation, assisting with general queries and record management among others.

Responsibilities

- Credit card and bank reconciliation
- Accounts payable and receivable
- Accounts mailbox management
- Record management
- Maintain and analyse overhead costs
- Other ad-hoc duties as deemed appropriate
- Perform file reviews and resolve queries
- Financial administration

Location & Commitments

- Contract Type: Permanent, full time
- Hours: Full-time, Monday to Friday, 09:00 – 17:30
- Location: Dublin office, moving to hybrid following the probation and training period
- Additional Commitments: Extra hours may be required during peak periods.

Candidate Requirements

- One or more years' experience in an accounts setting
- Proficiency in MS Excel
- Detail orientated
- Willingness to work in a large team and provide assistance where required

Salary

- €33k - €38k p/a

Contact us to apply

If you are interested in this position, please send your CV by email to – hr@schooltour.ie

- This vacancy is suitable for Remote/Blended working
- **Sector:** administrative and support service activities

Career Level

- Experienced [Non-Managerial]