



Company Details Confidential



#JOB-2466031

MICHAEL GRANT MOTORS, 302-306



Harold's Cro, Sallynoggin, Dublin 6W, D6W
W228



No of positions : 1



Paid Position



40 hours per week



37544.00 Euro Annually



26/08/2026



23/09/2026

How to apply

Application Method :

Not available



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ACCOUNTING 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

Job Title: Accounting Technician

Employer: M Grant Service Station Ltd T/A Michael Grant Motors

Location: 302-306 Harold's Cross Road, Dublin 6W, D6W W228

Salary: €37,544

Hours: 40 hrs/w

Responsibilities:

- Prepare and review VAT returns and other tax-related returns, ensuring compliance with relevant taxation requirements.
- Carry out bank reconciliations, debtor and creditor reconciliations, and reconciliations of various balance sheet accounts.
- Maintain accurate profit and loss accounts, budgets, cash flow forecasts, and other financial records.
- Process and maintain financial data using accounting software and dealership financial management systems.
- Prepare accounts up to trial balance stage and assist in the preparation of management accounts and year-end financial statements.
- Produce, collate, and analyse financial information and reports for management purposes.
- Prepare a variety of accounting reports, including financial performance, budget, and cash flow reports.
- Ensure invoices, payments, receipts, and financial transactions are processed accurately and within required deadlines.
- Liaise with customers, suppliers, auditors, and other stakeholders to obtain financial information and resolve account queries.
- Monitor outstanding balances and assist with credit control activities to ensure timely receipt of payments.
- Support audit and compliance processes by maintaining accurate records and providing

supporting documentation when required.

- Monitor accounting records and systems to ensure financial information is maintained accurately and effectively.
- Assist in the implementation and maintenance of financial controls and accounting procedures.
- Ensure compliance with company policies, accounting standards, and relevant financial regulations.
- Contribute to the continuous improvement of accounting processes and financial reporting functions.

Requirements:

- Accounting Technician certificate (preferably).
- Previous experience within an Irish accountancy practice (preferably).
- Strong knowledge of accounting packages.
- Good interpersonal and communication skills.
- Experience in working in a fast-paced environment and the ability to meet tight deadlines.
- Good understanding of accountancy standards.
- **Sector:** administrative and support service activities

Career Level

- Experienced [Non-Managerial]