



BMS ACCOUNTANTS LIMITED



#JOB-2468182



BMS ACCOUNTANTS, 11 Brews Hill, Navan,
Co. Meath, C15 TP63



No of positions : 1



Paid Position



40 hours per week



To be Confirmed



08/09/2026



06/10/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : raymond@bmsaccountants.ie



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



Trainee 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

Trainee accounts assistant required. Permanent position, Monday- Friday 9am-5pm. Based in our offices in Navan. Ideal candidate will have some level of experience using MS Office and accounting software. However full training will be provided. The primary role will be the maintaining of client bookkeeping records. You will be required to assist in the running of a busy office environment and to show a high level of professionalism when dealing with co workers and clients.

- **Sector:** administrative and support service activities

Career Level

- Entry Level