



XEINADIN IRELAND SOUTH EAST LIMITED



#JOB-2470423



74 Northumberland Road, Ballsbridge, Dublin
4, D04 XF75



No of positions : 1



Paid Position



37.5 hours per week



37500.00-39000.00 Euro Annually



16/09/2026



14/10/2026

How to apply

Application Method :

Not available



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Accounts 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

Xeinadin was established in 2019 when more than 100 successful, independent, business advisory and accountancy practices across the UK and Ireland came together to re-imagine the future of accountancy.

We are recruiting for an ambitious, motivated and detail-oriented Accounting Technician to join our team and support the delivery of high-quality services to our clients.

Your role:

Preparation of Working Papers & Financial Statements

Preparation and completion of audit exempt financial statements.

Assists with audits in accordance with auditing principles for a broad range of clients.

Assisting in the preparation of corporate and personal tax returns.

Preparing and filing of Revenue Returns VAT, RCT, and PAYE.

CRO filing and Company Secretarial Services.

Providing day-to-day support and guidance to junior team members as required

Bookkeeping administration tasks and preparation of client accounts.

The ideal candidate

Accounting Technician qualification (ATI), diploma / certificate in Accounting, or equivalent experience.

Minimum 2 years' experience in an accountancy practice environment.

Strong knowledge of bookkeeping principles and financial accounting.

Experience preparing VAT returns and payroll processing.

Proficiency in Microsoft Excel and Microsoft Office applications.

Excellent attention to detail and organisational skills.

Strong written and verbal communication skills.

Hours

37.5 hours

Job Types: Full-time, Permanent

Work Location: Office based in Ballsbridge

- **Sector:** financial and insurance activities

Career Level

- Executive

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 2
- **Minimum Qualification:** Level 7 (incl Diploma & Ordinary Bachelor Degree)

(Desirable)

- **Ability Skills:** Administration, Financial
- **Competency Skills:** Problem Solving, Teamwork, Time Management, Working on own Initiative
- **Specialising In:** bookkeeping; filing returns; journals; admin