



S&W Partners Employment Services (Ireland)

LIMITED



#JOB-2472292



Paramount Court, Corrig Road, Sandyford Bus

Pk, Dublin 18, D18 R9C7



No of positions : 1



Paid Position



35 hours per week



36225.00 Euro Annually



28/09/2026



26/10/2026

How to apply

Application Method :

Not available



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online



Financial Reporting 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

S&W is seeking a Financial Reporting Assistant to join its Financial Reporting Team in the Dublin office. The Financial Reporting Assistant will work directly with client finance teams, with primary responsibility for assisting with the preparation of monthly and quarterly management accounts and statutory financial statements.

The Financial Reporting Assistant's day-to-day duties and responsibilities will include:

Preparing annual financial statements, including statutory accounts under IFRS and FRS 102 accounting standards, partnership accounts, sole trader accounts and trust accounts for tax purposes.

Assisting with the delivery of financial reporting services to a portfolio of clients within agreed timelines and quality requirements.

Visiting client premises to provide on-site accounting support as required.

Preparing and inputting client transactions into accounting systems.

Preparing monthly and quarterly management accounts for clients.

Preparing monthly, quarterly and annual VAT returns using financial information supplied by clients, as well as preparing Intrastat and VIES sales lists.

Supporting tax services, including tax registrations and deregistrations, company secretarial activities and statutory filings.

Keeping the manager informed of any challenges arising and supporting the development of appropriate solutions.

Ensuring work is completed to an agreed standard and maintaining clear and concise records of work carried out.

As part of the role, the Financial Reporting Assistant will gain experience in other areas of Business Outsourcing Services, including Company Secretarial and taxation reporting, filings with the

Companies Registration Office (CRO), and the preparation of corporation tax and VAT returns.

Professional Development

Alongside their work, the successful candidate will have the opportunity to receive professional training and support towards completing an Association of Chartered Certified Accountants (ACCA) or Chartered Accountants Ireland (CAI) qualification.

This will provide the opportunity to develop a strong understanding of the technical aspects of accountancy, taxation and financial reporting, as well as broader financial advisory services.

Qualifications and Experience

The successful candidate should have:

Experience with accounting software packages, including cloud-based systems.

A third-level qualification in Accounting, Finance, Tax, Law, Business or a related discipline.

Be pursuing, or intending to pursue, an ACCA or CAI qualification.

A results-oriented approach with a focus on meeting client expectations.

An understanding of relevant accounting standards.

The ability to monitor costs against budget.

Excellent attention to detail.

Strong written and verbal communication skills.

Strong organisational and time management skills.

The ability to manage multiple priorities.

The ability to work effectively both independently and as part of a team.

- This vacancy is suitable for Remote/Blended working
- **Sector:** professional, scientific and technical activities

Career Level

- Experienced [Non-Managerial]