



GLASS & A.L.U. CAD LIMITED



#JOB-2472743



GLASS & ALU CAD LIMITED, UNIT 10, Kells
Bus P, Kells, Co. Meath, A82 VP04



No of positions : 1



Paid Position



39 hours per week



40000.00-45000.00 Euro Annually



30/09/2026



28/10/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : pj@gacad.com



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



Accounts/Office Administrator

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

Glass & ALU CAD Ltd. is seeking an experienced Accounts & Office Administrator to manage the day-to-day administration and accounting functions of our commercial glazing business.

This key position covers financial, payroll, compliance and administration. Strong practical experience and knowledge of the duties below is essential.

Not an entry-level or training position. Hands-on experience in a similar role is essential.

Construction, commercial glazing or façades experience is an advantage, but not essential.

KEY RESPONSIBILITIES

Accounts, Payroll & Tax

- * Weekly payroll, including Enhanced Reporting Requirements (ERR) and NAERSA staff pension returns via ROS.
- * Monthly PAYE and RCT returns.
- * RCT for principals and subcontractors.
- * Sales invoicing.
- * Purchase ledger and supplier reconciliations, including sterling purchases and exchange-rate differences.
- * VAT returns every two months and Annual Return of Trading Details.
- * VIES quarterly returns.
- * Intrastat returns when required.
- * Bank reconciliations.
- * ROS online and offline.

Office & Commercial Administration

- * Ordering goods and materials.
- * Checking supplier quotations, purchase orders and invoices.
- * Assisting with payment claims and valuations to Principal Contractors.
- * General business administration.
- * CSO monthly and annual statistical surveys.
- * Maintaining accurate company records and financial documentation.
- * Working with management to ensure administrative, financial and compliance deadlines are met.

ESSENTIAL EXPERIENCE & SKILLS

Proven practical experience in a similar accounts and administration role is essential, including hands-on experience with:

- * Weekly payroll
- * ROS
- * PAYE
- * RCT
- * VAT
- * VIES
- * Advanced level Excel
- * Bank reconciliations
- * Sales invoicing
- * Purchase ledger and supplier reconciliations
- * Sage 50 Accounts
- * Thesaurus Payroll
- * Bank of Ireland Business Online / Approve

Candidate must be:

- * Highly organised, methodical, accurate and detail-oriented.
- * Comfortable working independently and taking ownership.
- * Capable of managing multiple deadlines and priorities.
- * Confident dealing with financial information and company records.
- * Experienced with minimal supervision.
- * Professional, reliable and conscientious.
- * Able to communicate effectively with management, suppliers, contractors and other relevant parties.

Only candidates with relevant practical experience should apply.

HOURS & SALARY

* Office-based – Kells, Co. Meath

* 34–39 hours per week

* Hours can be agreed with the successful candidate, taking travel distance into consideration.

* Salary discussed based on experience, knowledge and suitability.

START DATE

Immediate start available.

HOW TO APPLY

Send your CV to pj@gacad.com

Please ensure your CV clearly outlines your previous accounts, payroll and office administration experience, including the accounting software and systems you have practical experience using.

- **Sector:** construction

Career Level

- Not Required