



WATERFORD L.E.D.C. COMPANY LIMITED

BY GUARANTEE



#JOB-2474676



CILL BARRA SPORTS CENTRE, Ballybeg,

Waterford, Co. Waterford, X91 NP60



No of positions : 1



Paid Position



18.75 hours per week



14.72 Euro Hourly



12/10/2026



16/10/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : recruitment@ledc.ie



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



Bookkeeper / Admin

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

The ideal candidate will be well-organised, detail-oriented and experienced in bookkeeping. Responsibilities include managing accounts payable and receivable, monitoring cash flow, maintaining accurate financial records and preparing clear financial reports. They will take initiative in problem-solving, manage their workload effectively, ensure accurate bookkeeping, and liaise with Management and the Board on all bookkeeping matters.

Responsibilities:

To maintain computerised bookkeeping records (BrightBooks).

File and maintain bookkeeping records.

Maintain a complete record of all cash transactions.

Keep bookkeeping records for accounts payable and receivable:

Recording and processing invoices.

Monitoring and resolving aged debtors.

Ensuring bills are paid on time.

Communicating with suppliers as needed.

Advising the Manager on cashflow.

Report to the Manager and Board on procedural issues:

Ensuring that all sales are receipted and accounted for.

Ensuring all cash is fully accounted for and the cash register is properly closed out and recorded.

Ensuring all accounts are complete and accurate.

Ensuring all bookkeeping standards and legal requirements.

Record grant and capital accounts correctly.

Report on grant money receipts and allocated expenditure.

Maintain asset register records.

Record acquisitions and disposals.

Work with the Board/Auditor to prepare annual depreciation and amortization entries.

Record VAT paid for the Revenue Charities VAT Compensation Scheme.

Record payroll correctly in the accounts.

Reconcile bank accounts.

Ensure monies are entered or spent from the correct company bank accounts.

Prepare journal entry adjustments, for example for prepayments and accruals.

Ensure tidy and accurate record keeping at all times.

Reporting regularly (monthly/annually) to the Manager and Board, e.g.:

Profit and Loss

Balance Sheet

Aged Debtors

Present reports to the Board.

Work with the Board and Auditors, as required, in the preparation of company annual accounts.

Ensure timely processing of payroll (BrightPay).

Maintain employee payroll records.

Ensure payroll correctly matches staff roster records.

Ensure payroll taxes are reported and paid on time.

Make any required bank account adjustments to cover all payroll costs.

Ensure that staff are paid on-time, weekly.

Report to the Manager and Board as required on payroll records.

File and maintain all company records.

File and organise all digital invoices and statements.

File and/or scan all paper records as appropriate.

All other additional administrative tasks assigned by the manager i.e footfall recording, grant applications, asset registration etc.

Provide regular updates to Management and the Board as required.

The successful candidate may be required to undertake other duties necessary to support the effective operation of the centre.

Qualifications

Bookkeeping qualification and relevant experience - 1yr minimum in a similar role.

Please note that this role is subject to CSP funding

- **Sector:** other service activities

Career Level

- Experienced [Non-Managerial]