



Company Details Confidential



#JOB-2476357



AZ Cleaning & Maintenance, Pk W Ent Ctr,
Nangor Road, Dublin 12, D12 RD29



No of positions : 1



Paid Position



40 hours per week



41000.00-46000.00 Euro Annually



22/10/2026



19/11/2026

How to apply

Application Method :

Not available



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to view this ad
online



Part-Qualified / Qualified Accountant with Spanish and Portuguese

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

Candidate requirements

- A relevant degree-level qualification in accounting, finance or a closely related discipline.
- A recognised professional accountancy qualification, such as ACA, ACCA, CIMA, CPA or an equivalent designation.
- Professional experience in financial reporting, financial management and the compliance or regulatory work required by this position.
- Strong working knowledge of accounting systems, reconciliations, budgeting and financial controls; ability to explain financial results clearly to managers.
- A careful approach to confidential financial and personnel records, with sound judgement and clear written and verbal communication.
- Fluency in both Spanish and Portuguese, spoken and written.

Main responsibilities

- Financial management and reporting
- Prepare monthly and annual management accounts, reconciliations and financial reports; maintain accurate ledgers and supporting schedules.
- Prepare budgets, forecasts and cash-flow analyses; compare actual results with plans, explain material variances and advise managers on financial decisions.
- Review financial performance, costs, margins and working capital, and identify financial risks relevant to the employer's operations.

Compliance and financial controls

- Apply the accounting, tax, statutory and regulatory requirements relevant to the role; prepare required schedules and coordinate filings with management or external advisers.
- Maintain financial policies, documentation and audit trails; review controls, investigate discrepancies and recommend practical improvements.
- Coordinate audit requests and provide reconciliations and supporting evidence to internal or

external reviewers.

Invoice accounting and supporting administration

- Prepare and issue invoices using approved contract, order or service information; check supplier invoices for accuracy, coding and approval before posting them to the accounting system.
- Maintain financial records and resolve invoice coding or documentation issues with the relevant teams.
- Maintain HR records and onboarding documentation, and coordinate routine updates and staff training records.
- Support end-to-end recruitment administration by preparing and publishing job advertisements, tracking applications, shortlisting against agreed criteria, arranging interviews, communicating with candidates and maintaining recruitment records.
- Prepare and issue standard HR documents, including offer letters, employment contracts, contract amendments, reference requests and employment confirmation letters, using approved templates and referring non-standard matters to the responsible HR contact.
- Create, update and maintain employee records in HR systems and personnel files, including personal details, right-to-work documentation, contract details, emergency contacts and changes to employment status, ensuring information is accurate, complete, confidential and handled in line with data-protection procedures.

- **Sector:** other service activities

Career Level

- Experienced [Non-Managerial]