



JJ Burke Car Sales



#JOB-2476444



J.J. BURKE CAR SALES LTD., Claremorris
Road, Ballinrobe, Co. Mayo, F31 AE84



No of positions : 1



Paid Position



39 hours per week



37000.00 Euro Annually



22/10/2026



19/11/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : recruit@jjburkecarsales.com



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



Accounting 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

About the Role

JJ Burke Car Sales is seeking an Accounting Technician to provide technical accounting support to the accountant, with a particular focus on vehicle accounting. The successful candidate will prepare vehicle trading and profitability analysis, stock valuations and reconciliations, and support the preparation of management accounts, budgets, forecasts and year-end audit schedules.

Key Responsibilities

Prepare monthly vehicle trading reports showing stock movements, sales, gross profit and margins by vehicle, vehicle category and department, explaining significant movements to the accountant and management.

Analyse vehicle sales profitability, including acquisition costs, preparation and repair costs, trade-in discounts, commissions and demonstrator transactions.

Investigate material differences between forecast and actual vehicle margins and prepare explanations for review.

Prepare month-end vehicle stock valuations and supporting accounting schedules, including analysis of aged stock, vehicles in transit, demonstrators and unresolved stock differences.

Prepare reports and forecasts on stock turnover, vehicle profitability, cash requirements and working capital to support purchasing, pricing and stock decisions.

Reconcile vehicle stock records, sales records and relevant general ledger control accounts, investigating exceptions and proposing corrections for the accountant's approval.

Review non-routine transactions, including trade-ins, vehicle buy-backs and self-supply, identifying accounting discrepancies and referring proposed accounting treatments or tax queries to the accountant.

Review and test controls over vehicle purchasing, stock movements and sales, recommending and assisting with improvements to accuracy and the audit trail.

Assist with monthly management accounts, departmental budgets and financial forecasts, ensuring vehicle accounting figures are supported by accurate records.

Prepare year-end schedules, financial information and explanations for internal reviews and the external audit.

Resolve accounting queries within the scope of the role and escalate technical matters to the accountant.

Work with the Accounts and Sales teams and management to support month-end procedures, maintaining confidentiality and undertaking related duties consistent with the Accounting Technician role.

Qualifications, Skills and Experience

Accounting Technician qualification or part-qualified accountant status, supported by relevant qualification or professional examination records.

Sound knowledge of double-entry bookkeeping, reconciliations and accounting principles.

Relevant experience in accounting or finance, including financial reconciliations, reporting and investigation of discrepancies.

Strong Excel skills and confidence using accounting systems.

An analytical and methodical approach, with strong attention to detail.

Ability to prepare clear supporting

- **Sector:** wholesale and retail trade; repair of motor vehicles and motorcycles

Career Level

- Not Required