

Job description

Position: Accounts Assistant

Reports to: Company Accountant

Purpose of the Position:

The duties of this position include, but are not limited to, the below:

- ⇒ Ensuring all transactions - invoices, credit notes, bank transactions etc are keyed in a timely manner and coded in line with Nemeton's Invoice reference system
- ⇒ Ensuring that each invoice received is within budget and that it has been appropriately approved for payment using our PO system and/or Farmerswife
- ⇒ Set up weekly payment runs for invoices in line with Suppliers credit terms
- ⇒ Monitoring all creditor balances on a on a regular basis, identifying and rectifying any issues
- ⇒ Creditor/ Debtor invoice matching
- ⇒ Invoice creation and distribution to customers
- ⇒ Ensuring all contracted work is invoiced in a timely basis
- ⇒ Maintaining Enquiry register with Operations personnel on a timely basis
- ⇒ Monitoring debtor balances on a regular basis, identifying and following up on any outstanding debts
- ⇒ Maintaining a calendar of all revenue deadlines for VAT/PAYE returns across all companies
- ⇒ VAT/VIIES returns for each company to be submitted to Manager for review ahead of Revenue deadlines
- ⇒ Performing bank reconciliations in a timely manner
- ⇒ Maintaining fixed asset register on Sage and Excel
- ⇒ Run month ends on Sage once signed off by manager
- ⇒ Calculation of accruals and prepayments for relevant period
- ⇒ Work completed documents to be updated on a monthly basis for all contracted work
- ⇒ Review Creditor/Debtor balances
- ⇒ Point of contact for staff and external stakeholders for all accounts related queries
- ⇒ Monitoring all company expenditure in areas such as credit cards and employee expenses and ensure we have back-up for all expenditure
- ⇒ Cost reports for clients to be completed and sent monthly
- ⇒ Provide financial analysis to support decision making – e.g cost reports on specific projects
- ⇒ Petty cash management
- ⇒ Sharing ideas of where improvements can be made
- ⇒ You will secure your best efforts to extend and develop your knowledge of the Irish language and culture, including an active involvement in the company's Irish Language Plan.
- ⇒ Adherence to Nemeton TV's core values
- ⇒ You must adhere to Nemeton TV's policies and procedures including but not limited to Health and Safety, GDPR guidelines and Time and Attendance policies. All of Nemeton TV's policies and procedures can be found in our Employee Handbook.

⇒ You will be required to carry out other duties as assigned by the Company Accountant.

Desired Attributes

- 3rd level qualification in business/finance (or currently completing an accountancy qualification)
- 6 months + experience in an accountancy practice/finance department
- Knowledge of Excel to an intermediate level
- Experience using Sage and/or Red book in a work environment

Personal Attributes:

- Passionate about sport
- Excellent communication and interpersonal skills
- Confident team worker
- Flexible and dependable

Other requirements:

- Full clean EU Driving Licence
- Working knowledge of Irish an advantage

Key Interactions:

Company Accountant
Operations Manager
CEO

How to apply:

Please email your CV to hr@nemeton.ie