

Position: Junior Accounts Assistant

The Company has a new Junior Accounts Assistant role which offers a great opportunity to learn and work in a dynamic and emerging technology sector.

Location: The role is based in an excellent Dublin City Centre location (IFSC).

Hours: 37.5 hours per week (Mon-Fri 9.00am-5.30pm)

Reporting Line: The position reports directly to the Assistant Financial Accountant

This is an excellent opportunity for someone wanting to start their career in the Finance environment and gain experience from working in a busy but small Accounts department. The candidate will assist the Assistant Financial Accountant in the day to day function and monthly reports preparation.

The role will also require the candidate to work within our Finance Function across a no. of different areas. Please see below the specific responsibilities for the role:

Responsibilities:

- Accounts Payable; Entering Invoices, Entering Payments, being the point of contact with suppliers and assisting with payment runs.
- Accounts Receivable; Processing Invoices, Entering Invoices into the Accounts system, allocating payments and distributing Aged Creditor Reports
- Checking, collating and management of staff expenses.
- Credit card and petty cash control, providing monthly reconciliations for both.
- Bank reconciliations.
- Maintaining the fixed assets register.
- Assisting with the preparation of monthly management accounts
- Assist with year-end audits.
- General Ledger posting
- Providing general accounting assistance to the Financial Controller
- General Admin Support (printing, scanning, filing, etc.)

Candidate Profile:

Professional / Experience:

- Ideally, will have 1-2 years' experience in a similar office role.
- Excellent administrative and organisational skills.
- An interest in developing finance skills an advantage.
- Any Finance entry level qualifications an advantage whether currently studying or completed.
- Professional telephone manner.
- Excellent written and verbal communication skills.
- Microsoft Office proficient.
- An ability to interact with people in a friendly and professional manner.
- Experience with accounts package Sage, an advantage
- High attention to detail necessary
- Initiative to work independently and the ability to work as part of a team.
- Ability to multi-task and prioritize workloads, strong time-management skills essential.
- Enjoys working in a busy office environment.

About Anam

Anam is the world leading independent provider of Messaging solutions for Mobile Operators. Specialising in A2P Monetisation, Security & Hubbing applications, our systems process billions of messages daily across 85 countries for more than 650M subscribers.

Anam's global team of SMS & A2P consultants use firewall, analytics, visualisation & reporting technologies to generate new revenues from A2P, protect subscribers against SPAM and fraud & deliver operational messaging efficiencies for Mobile Operators.

Anam is headquartered in Dublin, Ireland with global Sales offices in Malaysia & Kenya. The company has further substantial worldwide support presence in Czech Republic, Egypt, Jamaica, Malta, Nigeria, Russia, Pakistan & Vietnam.

Anam is rated No 1 SMS Firewall vendor by a global industry survey of 172 Mobile Operators. The company is backed by Enterprise Ireland and was awarded Top Irish Exporter in Deloitte's 2018 FAST50 programme.

Visit www.anam.com for more details. To apply please email your CV to shereen.beatty@anam.com.