



## **Assistant Accountant Vacancy**

CFO Services is an accounting and financial advisory company servicing small and medium sized enterprises and high potential business start-ups. We oversee the financial management aspects of our clients' business, so they can focus on their core activities. We offer a comprehensive range of services including strategic financial advice and tax planning, bank and investor funding, business planning and forecasting, management accounting and financial reporting, cash management as well as system process design and implementation.

### **Role:**

The successful candidate will assist in production of management accounts and meeting regulatory reporting requirements for a range of clients. You will have the opportunity to utilise your acquired theoretical knowledge and will be actively encouraged to upskill and pursue self- development to reach your full potential.

The position will primarily be based in the CFO Services offices at 3 Ely Place Upper, Dublin 2 but could require working on-site with our clients largely based in Dublin.

### **Main duties & responsibility:**

- Use of various computerised accounting systems.
- Reconciling ledgers, bank reconciliations, prepayments, accruals, fixed assets & depreciation, fx calculations and consolidations.
- Preparation of final monthly management accounts packs for clients.
- Ad-hoc reporting/analysis as required.
- Assist in preparation of statutory Financial Statements.
- Liaison with clients and Auditors.
- Completing statutory tax returns.
- Preparing draft Company secretarial filings.

### **Person spec:**

- Minimum 3 years+ experience in an accounting role essential.
- Part Qualified / Finalist accountant (ACCA, CPA or CIMA).
- Proficient in Microsoft Office suite particularly Excel & Word.
- Good communication skills and fluency in English essential.
- Be able to work on own initiative and manage tight deadlines.
- Professional, flexible, customer focused and pro-active.
- Excellent attention to detail.
- Ability to learn quickly and work as part of a team.
- Seeking a challenging work environment.

**Start date:** Immediate.

**Contact:** Please send your CV to [careers@cfoservices.ie](mailto:careers@cfoservices.ie)