



Senior Accounts Assistant Vacancy

CFO Services (Complete Financial Outsourcing) are an accounting and financial advisory company mainly 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. As providers of a fully outsourced finance function we offer a comprehensive range of services including: strategic financial advice and tax planning, bank & investor funding, business planning and forecasting, management accounting & financial reporting, cash management as well as system process design and implementation. We currently have a vacancy for a Senior Accounts Assistant

Role:

The successful candidate will assist in production of management accounts and meet annual reporting requirements backed up by comprehensive working papers for a range of clients within prescribed timetables and to the required standard. The role will involve liaising internally with other team members and management and externally with client staff and management.

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. This rotation may vary from time to time depending on client requirements.

Main duties & responsibility:

- Use of computerised accounting systems such as TAS, Sage, Relate Accounts Production.
- Reconciling debtors, creditors and nominal ledgers including bank reconciliations, prepayments, accruals, fixed assets & depreciation, fx calculations and consolidations.
- Working with and mentoring other staff members to ensure accuracy and completeness of clients' accounting records.
- Payroll Processing & review. Preparation of final monthly management accounts packs for clients & review of same. Ad-hoc reporting/analysis as required.
- Preparation of year end accounts, including appropriate files with back-up schedules and full explanation for all balances.
- Liaison with clients on all aspects of their service agreement with CFO Services.
- Liaising with Auditors and dealing with Auditor queries where required
- Preparing draft tax computations for companies and personal clients as well as completing statutory tax returns as applicable.
- Preparing draft Company secretarial filings for review and submitting final versions to CRO.

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 are a must.
- Be able to work on own initiative, without constant supervision 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 reply with a covering letter and CV in PDF format to careers@cfo.services.ie