

CPL Integrated Services – Assistant Accountant

Reporting to: Finance Manager
Department: Finance Department

Job Description:

Reporting to Finance Manager, the Assistant Accountant is accountable for assisting with the production of management accounts, annual budget, quarterly forecasts and monthly Balance sheet Reconciliations for CPL IS on one or multiple sites.

The Assistant Accountant will be working within and promoting the Company Values – Customer Focus, Accountability, Respect, Effective Communication and Empowerment

Duties and Responsibilities

- Assist in the preparation and presentation of monthly management accounts.
- Bring the accounts to trial balance stage by preparing and posting month end journals.
- Manage accruals & prepayments on monthly basis.
- Liaise with clients and central credit control team to ensure all client queries are handled efficiently and effectively and payments are received in accordance with agreed payment terms.
- Preparation of monthly and quarterly balance sheet reconciliations to group deadlines.
- Assist in the preparation of annual budget and quarterly forecasts.
- Ensure ongoing compliance with internal policies and procedures.
- Assist with internal and external audits, as required.
- Provide backfill in other areas of Finance department such as Accounts Payable and Payroll.
- Demonstrates complete discretion and confidentiality
- Manage daily finance queries.
- Other ad-hoc reports or tasks requested
- You are accountable for providing a service to a number of CPL IS locations. Your primary location will be Trigon House, Arena Road, Sandyford, however you will be required to work and train in other CPL IS locations, as and when required.

Essential Competencies:

The suitable candidate must have a deep rooted passion for delivering success. The suitable candidate will have formidable experience and working knowledge of:

- Knowledge of country specific financial requirement / legalisation and data protection regulations
- Excellent communication & interpersonal skills
- Ability to interact professionally with a diverse range of stakeholders
- Proficiency in Microsoft office suite and advanced level of Excel
- Excellent attention to detail
- Ability to identify and analyse issues and problems, developing solutions and using judgment to make sound and dependable decisions.
- Exceptional planning and organisations skills.
- Good time management skills.

- Ability multitask and also process with large volumes of data accurately and speedily and deliver to deadlines.
- Be flexible and innovative.
- Be proactive and able to work in a fast paced environment.

Candidate Experience:

- Accounting / Business Degree or equivalent.
- 1-2 years of experience in a similar role is required.
- Part-qualified Accountant (ACA, ACCA, CIMA) or Qualified Accounting Technician working towards becoming fully qualified accountant.
- Previous experience with Sage accounting system is an advantage.
- Fluent level of the English language – written and spoken.
- Adheres to strict compliance protecting confidential, sensitive information and materials
- Strong Microsoft Excel and Word skills.
- Meticulous organizational skills and detail-oriented and have a passion for problem-solving
- Ability to work on own initiative and as part of a team

How to apply:

Interested candidates should forward their CV and Cover Letter stating their reason for applying and what attributes they feel they can bring to the role if successful to Emer Gernon – Global HR Business Partner – emer.gernon@cpl.ie via softcopy only.

Please note shortlisting will commence immediately. All applications will be treated with the strictest of confidence. Occipital is an Equal Opportunities Employer.