



Credebt Exchange Limited

60 Lower Baggot Street, Dublin,
D02 KP79, Ireland
Phone: +353 (1) 685-3600
Email : finance@credebtexchange.com
Website: www.credebtexchange.com

External Memo

Company To Whom It May Concern

From Carbon Copy
S. Lynch [CC]
Date 14 October, 2019 Phone (Direct) 01 685 3661
Pages Page 1 of 2 Regarding **Junior Accounts Administrator / Accounts Technician**

Job Title Junior Accounts Administrator / Accounts Technician Contract Full-time
Start Date Immediate, subject to notice period
Salary c. EUR 25.0k – EUR 30.0k plus bonus or Depending on Experience

Convertibill® is the largest non-bank trade finance company in Ireland. We are continuously growing our market share and recently began opening local branches nationwide.

With clients across many different industries, our Local Branch Network allows us to continuously grow and improve our business. In addition, we are very focused on selecting strong candidates to join our team. We are dedicated to training and supporting our staff and in doing so they individually learn and improve their own careers.

Credebt Exchange® is an established and fast-growing business. Currently our team is 20 strong and growing rapidly. This is an excellent and exciting time to join us, as your input to our business will be instrumental in the performance of the Group's business as a whole.

The Company

Convertibill is a rapidly expanding Irish financial services firm with a unique offering to companies looking to raise capital to grow their business.

Your Role

You will join a young but experienced team of professionals and get every opportunity to progress rapidly by demonstrating your skills, aptitude, application and ability to be a major contributor to growing and maintaining our existing business. Are you a fast-learner, with an analytical mind? Are you highly organised and can you multi task and work under pressure to meet daily deadlines and daily targets? If so, we would love to hear from you.

Essential Experience:

- ✦ Minimum 1 year experience working in a very busy office environment.
- ✦ Knowledge of Basic Financial Accounting
- ✦ Proficient in MS Office skills, Excel (intermediary or advanced), Power Point and Word



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- ✂ Ability to work as a team and with excellent communication skills, both verbal and written
- ✂ Exceptional attention to detail with the ability to multi-task
- ✂ Ensure quality and accurate delivery of services
- ✂ Set and maintain standards of personal and professional performance ensuring adherence to company policies and procedures
- ✂ Hands on and 'can do' approach
- ✂ Strong Problem-Solving Skills
- ✂ Willingness to work hard and contribute to the team and the business as a whole

Your Role:

- ✂ Key finance support between the Trading side of our business and our accounting / finance team
- ✂ Reconciling accounts and Trading files
- ✂ Generating and issuing Fee Invoices
- ✂ Ensuring the correct application of Fees and Charges and ensuring payment of same
- ✂ Generating Direct Debit mandates and reconciling payments
- ✂ Holiday cover for finance team
- ✂ Adhoc projects/duties to be assigned from time to time

Recruitment Process

- ✂ Submit CV and letter of application
- ✂ Telephone Interview
- ✂ Reconciliation Task (at home during your own time)
- ✂ Face to Face interview
- Job Offer

<http://www.convertibill.com/about/>

As our business continues to grow, the candidate will experience good promotional opportunities alongside the ability to build our Trade Desk and Treasury Teams.

Please submit your CV and letter of application outlining why you are suitable for the role