

Accounts Assistant / Payroll Manager

Job Title: Accounts Assistant / Payroll Manager

Reports to: Financial Controller

Term: Permanent

Crossell Ltd are a leading Field Marketing company providing tailored solutions to leading FMCG brands in the Irish Market. We are currently recruiting for an experienced Accounts Assistant based in our office in Dublin 12. This is a great opportunity for someone to work and gain experience in a busy, fast-paced environment.

Responsibilities:

- Payroll – Process all claim forms and complete and balance excel backup files on a monthly basis also maintain and manage payroll system, BIK files, expenses etc.
- Accounts Payable – including entering invoices, reconciling creditors accounts and preparing bank transfers/cheque payments on a monthly basis
- Maintain and manage all company recharges files ensuring all costs are up to date.
- Management and monitoring of hardware, fleet log, fuels cards costs etc.
- Adhoc office duties
- Assist the Financial Controller in day to day accounts and period end procedures
- Maintaining effective communication with all departments and business teams as required

Requirements:

- Minimum of 2 years' experience
- Previous payroll and accounts payable experience would be a distinct advantage
- Excellent Excel skills to intermediate level and good general IT skills
- Strong attention to detail
- Good communication & organisational skills
- Part or qualified Accounting Technician is an advantage but not essential.

Attractive salary offered, dependent on experience.

Please send your CV to keelindempsey@crossell.ie