

O'Donovan Baker Solicitors - Cork

Accounts Position (3 Mornings)

Full training will be provided.

Duties and responsibilities include:

- Managing the financial aspects of the office through handling the daily accounts payable and receivable matters; bank lodgements and online banking payments.
- Client's outlays entry and payments.
- Preparation of monthly, quarterly and yearly financial reconciliations and reports.
- Monitoring of budget and cash flow and recommending action steps as needed.

Interested applicants should email recruitment@odbsolicitors.ie with a cover letter and CV.