

Trainee Accountant

Do you want to join a Great Place to Work? Icon Accounting are delighted to announce that we're hiring a Part Qualified/Trainee Accountant to join our ever-expanding team in Swords, Co Dublin. This is an excellent opportunity to gain practical working experience with Ireland's leading Contractor Accounting provider.

We're seeking a self-motivated, enthusiastic individual who is passionate about a career in finance. The position offers the right candidate the opportunity to grow with a company where you play an important role in achieving the company's targets and wider commercial business objectives.

Our ideal applicant would enjoy working as part of a team, possesses excellent time management skills, be extremely well organised and be able to multitask efficiently.

The successful applicant will join a dynamic team of accounting professionals within our accounting team and will gain experience in the following areas and receive full training and mentorship.

Responsibilities:

- Account management, liaising with Clients on a daily basis
- Dealing with Payroll and Contractor account set ups and registrations
- Bank reconciliations & Bookkeeping
- Payroll processing
- Preparation of Revenue returns on behalf of clients, PAYE/VAT/Corporation Tax
- Raising invoices on behalf of clients.
- Assisting in preparation of Year end Financial statements
- Preparation of Personal tax returns

Requirements:

The ideal candidate should fulfil the following requirements:

- Relevant 3rd level finance qualification
- Experience working in an accounts practice is desirable;
- Proficient user of MS Office, excel & Word
- Excellent written and verbal communication skills required
- Good attention to detail
- Ability to work on one's own initiative.
- Ability to work under pressure to meet deadlines/targets
- Excellent organisational and time management skills

Competitive Salary DOE, Benefits include, Pension, Illness protection, Death in service, Duvet day, Training programme, Upskilling and Professional Development, Unique i-Perks membership

Icon Accounting are an inclusive employer and welcome applications from people of all backgrounds and abilities. Please let us know if you require reasonable accommodation for the interview process and we will do our utmost to accommodate you.

Send CV with cover letter to John Bell john@iconaccounting.ie