

WILLIAM FRY

Role: Accounts Payable Associate
Department: Finance
Reporting to: Finance Manager
Contract duration: Permanent

We are currently hiring an Accounts Payable Associate to work in our Finance Department on a permanent basis. This role is an ideal opportunity for someone with strong banking experience looking to enhance their finance experience and work with a dynamic team.

The Role

In this role you will be

- The primary point of contact for client account transactions / queries
- Processing of client account receipts and payments
- Processing and recording banking transactions
- Corresponding with business functions to resolve queries in a timely manner
- Preparing bank reconciliations
- Preparing reconciliations of control accounts
- Processing outlay expenses
- Completing ad-hoc duties as required

The Person

- You have a minimum of 2 years' experience
- You have excellent attention to detail and the ability to meet tight deadlines while producing work of a high standard
- You have detailed knowledge of processing payments on banking platforms.
- You are proficient in Excel
- You have previous general accounting experience
- You have a strong work ethic and keen to learn
- You have ability to work both independently and as part of a team
- You have strong interpersonal and communication skills

About us

William Fry LLP is one of Ireland's leading corporate law firms with offices in Dublin, Cork, London, San Francisco, Silicon Valley and New York. We have over 310 legal and tax professionals and over 460 staff. Our client-focused service combines technical excellence with commercial awareness and a practical, constructive approach to business issues. We advise leading domestic and international corporations, financial institutions and government organizations.

William Fry is an equal opportunity Employer committed to recruiting people from diverse backgrounds and building an inclusive culture which harnesses the unique perspectives and skills of our people to deliver award winning innovative solutions to our clients. We are proud to be accredited as Investors in Diversity by the Irish Centre for Diversity. Please let us know if you require specific arrangements during the recruitment process. We'll do everything we can to support you. All information disclosed will be kept confidential.

Apply through LinkedIn: <https://www.linkedin.com/jobs/view/3837684459>