

Accounts Assistant

An excellent opportunity exists for an energetic, team focused individual to work with RocTel International, Irelands leading full service provider to small, medium and corporate business nationwide.

Package:



€35,000 to €40,000 p.a.



Position is full time permanent.



Please send your CV to creid@roctel.net

Position Summary:

You will provide financial assistance and operational assistance to the business. You will support the co-ordinate and assist in the creation and upkeep of documentation, procedures and guidelines.

Who we are:

RocTel International, a growing Irish company established in 2000, is an award winning Business Communications Managed Service Provider. As a Certified Cisco partner for over a decade, RocTel specialise in providing the best telecommunications infrastructure to suit all your business requirements. We are focused on building our business in Ireland and the UK, servicing the local and international markets. Our service suite includes Voice, Broadband, IP Networks, Managed Services and Unified Communications Systems.

We have commercial offices in Dublin City, City of London and satellite offices in the UK and Ireland and we can deliver services globally.

JOB DESCRIPTION

- Billing and invoicing
- Lodgement of cheques into the bank
- Cash flow forecast
- Work closely with the accounts team to reach reporting targets
- Identify areas requiring improvement and initiate solutions to any challenges
- Create good working relationships between accounts department and other areas of the business
- Develop a strong understanding of the processes and systems in use
- Provide excellent support service for the managers of the business
- Assist in preparation of monthly management reports, half-year and Year-end notes, Annual Statutory Accounts, Audit preparation, Income Tax Calculations and P & L analysis
- Order provisioning
- Ad hoc tasks

What you'll bring

- Entry level Accounting /Finance qualification or working towards one
- 3+ years' experience working in a similar role or environment
- Good excel skills SAP B1 Knowledge an advantage
- Attention to detail and ability to Multi task
- Able to work on own Initiative and as part of a team
- Good customer service skills (internal and external)
- Ability to meet deadlines and priorities

Job Type: **Full-time**