

Don Bosco Care: Accounts Assistant **(<https://www.activelink.ie/node/115562>)**



Don Bosco Care

Accounts Assistant

Reporting to the Finance manager

- Processing of monthly payroll and reconciling salaries and wages across the organisation.
- Pension management and submission to the relevant authority.
- Processing of Suppliers' invoices.
- Managing online banking transactions.
- Preparation of monthly bank reconciliations.
- Monthly reconciliation of petty cash for all the services.
- Liaising with service managers/teams to ensure effective operations of the petty cash system.
- Supporting the Finance manager/Director of Services in Annual Budget preparation.
- Ensuring the completion and submission of all Revenue reports.
- Carrying out ad hoc duties as may be directed by the Finance Manager & Director of Services.

Salary per annum: €24,625 - €27,085

Hours of work: 24hrs/week, 3 days a week

Remote working available.

Essential Requirements:

- Proficient in Bright Pay payroll system, Microsoft Excel (Advanced level) and Office Word.
- Knowledge in Accounts IQ software, Pension management

Skill/Competences:

- Good communication and interpersonal skills

To apply:

Send a Cover Letter and CV to info@donboscocare.ie (<mailto:info@donboscocare.ie>) by May 30th 2025

Region

Dublin 3 / Remote

Date Entered/Updated

12th May, 2025

Expiry Date

30th May, 2025