

21 July 2025

Job Title: Accounting Technician
Location: Irish Pressings, Gweedore Business Park
Job Type: Full-Time (FT)
Salary: Salary is commensurate with candidate experience and skills matched to role as advertised

About the Role:

We are seeking a highly skilled and detail-oriented **Accounting Technician** with a minimum of **5 years' experience** in a similar role.

The successful candidate will play a key role in supporting the finance team with day-to-day accounting operations, including payroll processing, debtor and creditor management, and assisting in the preparation of management accounts.

The use of technology in the accounting function is rapidly evolving and so we are also seeking a candidate who is forward-thinking and willing to research, identify and introduce new and efficient methods and technologies to aid the accuracy and efficiency of accounting tasks.

Key Responsibilities:

- Process and manage **weekly/monthly payroll** in compliance with current legislation.
- Maintain accurate records of **accounts receivable and payable**.
- Perform **debtor and creditor reconciliations** and follow up on outstanding balances.
- Use **SAGE Accounting Software** for data entry, reporting, and financial analysis.
- Assist in the **preparation of monthly and quarterly management accounts**.
- Support the finance team with **bank reconciliations**, journal entries, and VAT returns.
- Liaise with internal departments and external stakeholders as required.
- Ensure compliance with company policies and relevant financial regulations.

Requirements:

- Minimum **5 years of experience** in an accounting technician or similar role.
- Proficiency in **SAGE** and Microsoft Office Suite (especially Excel).
- Strong understanding of **payroll processing, credit control, and accounts payable/receivable**.
- Knowledge of Irish tax and payroll regulations
- Experience assisting with **management accounts** and financial reporting.
- Excellent attention to detail and organizational skills.
- Ability to work independently and as part of a team.
- Strong communication and interpersonal skills.
- Relevant qualification in Accounting, Finance, or a related field (e.g., ATI, IATI, or equivalent).

Desirable:

- Experience in a fast-paced or multi-entity environment.
- Familiarity with other accounting software or ERP systems.

Applications to be submitted to hr@irishpressings.com or via Indeed.com advert