

Accounts Assistant

Location: Boyle, Co Roscommon, Ireland

Job Type: Full-Time

About Us: At Trojan IT, we're more than just an IT solutions provider – we're a trusted partner for businesses across Ireland, delivering cutting-edge technology and innovative solutions for over three decades. From Accounting & Business Management Software to Managed IT Support, Cyber Security Solutions, and Cloud Services, we empower SMEs, public bodies, and multinational clients to thrive in today's digital world.

Our success is driven by our incredible team of tech-savvy professionals who are passionate about innovation, problem-solving, and delivering exceptional customer experiences.

Role Summary: Due to increased growth and demand for our services, we are seeking a detail-oriented and proactive Accounts Assistant to join our finance team. The ideal candidate will have a strong background in accounting and finance, excellent organisational skills, and the ability to work effectively in a busy environment.

As part of the finance team the successful candidate will be responsible for assisting the Finance Manager with the finance function, gaining valuable experience and career development with exciting possibilities for future growth within the company.

Key duties and responsibilities:

- Prepare month-end journals and assist with month-end close activities.
- Support the preparation of monthly management accounts and year-end statutory accounts.
- Carry out general ledger reconciliations and review general ledger transactions to ensure accurate cost allocation.
- Prepare and process payrolls and employee expense reimbursement.
- Prepare and file VAT, PAYE and VIES returns and dealing with Revenue Queries.
- Maintain the Fixed Asset Register.
- Oversee Stock Control – Conduct regular cycle counts, complete stock counts and investigate variances, making recommendations for process improvements.
- Assist with preparing audit files for the year-end audit.
- Work closely with the Accounts Receivable and Accounts Payable teams to ensure accurate billing and payment processes.
- Provide support for costing, budgeting and forecasting activities.
- Provide analysis and support to the company to drive improved operational performance and efficiency.
- Liaise with other departments as necessary to ensure accuracy of relevant information.
- Provide administrative support to the Finance Manager as needed.



Person Specification & Qualifications:

- Minimum of 2 -3 years accounting experience
- Accounting Technician Qualified, Newly Qualified or Part Qualified Accountant e.g. CIMA /ACA
- IPASS Qualification is an advantage.
- Proficiency in Microsoft Excel is essential, with demonstrated experience using advanced features such as Pivot Tables and VLOOKUP functions.
- Experience in ERPs systems an advantage.
- Experience in assisting with the preparation of management accounts.
- Understanding and experience of cost accounting desirable.
- Strong attention to detail with strong financial and analytical skills.
- Ambitious self-starter with positive attitude, committed to pursuing a career in accountancy and a desire to progress within the organisation.
- Good knowledge of Irish revenue workings (ROS).
- Ability to plan and prioritise workloads to agreed deadlines.
- Excellent interpersonal and communication skills.

Benefits:

- A competitive salary.
- 25 days annual leave.
- Employer Pension Scheme.
- Death in Service Benefit.
- Full on the job training & support to enhance your career progression.
- Options for hybrid remote working after probationary period.
- Friendly and supportive working environment and culture.

What you need to do now:

If you're interested in this role, please send a copy of your CV and cover letter to careers@trojan.ie

Apply Now

The statements above are intended to describe the general nature and level of work being performed by people assigned to this job. Other duties may be assigned as needed. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

