



Ref: 1815 – Accounts Assistant

Fingleton White is recruiting an Accounts Assistant to be located in their office in Portlaoise. Fingleton White provides engineering services to the energy industry throughout Ireland and the UK. It operates across multiple sectors including gas, CHP, biofuels, water and telecoms.

Position: Accounts Assistant

Experience: Minimum 3 years relevant experience.

Duties: The role will incorporate the following duties:

- Reviewing and verifying supplier invoices and payment requests
- Inputting invoices and credit notes onto the accounts system
- Liaising with the company's personnel to get invoice approval and authorisation for payments to suppliers
- Generating the payment run for approval and uploading the approved payments to the bank
- Entering and allocating payments on the accounts system;
- Assisting preparation of management accounts and year end accounts
- Generating purchase orders and maintaining schedule of purchase orders
- Processing of expenses
- Assisting with administration of time recording system
- General ad-hoc and administration duties as required by management

Key Skills Required:

- Strong attention to detail
- Ability to prioritise tasks and work to deadlines
- Good working IT knowledge – with SAGE line 50 system & Excel

Job Types: Full-time or Part-time

To apply please email your CV, quoting the reference number above, to careers@fingleton.ie before 5pm 20th September 2018