

Accounts Technician

BACKGROUND 3cea is a non-profit, independent energy agency working primarily with clients in Carlow, Kilkenny and Wexford region. Our key focus is to increase awareness and promote behaviour change to accelerate 'energy transition' for the South East Region of Leinster. We have a broad remit across the energy sector and work on a wide range of local, national and EU projects which require multi-disciplinary teams and skills.

DEADLINE OF APPLICATION: 15th January 2021

JOB TITLE: Accounts Technician

SALARY: €24 - 36 k | Office Based (post Covid) | Business Expenses | Company pension with employer Contribution from month 6 post

START DATE: Immediate

LOCATION: The beautiful grounds of St Kieran's College in the vibrant city of Kilkenny

CONTRACT TYPE: Full Time 24-month contract with potential to extend

WORKING HOURS: This is 37.5 hours per week. 24 days annual leave

CPD: Accounting Technicians Ireland CPD support provided to successful candidate to assist their Qualification and Career growth with 3cea's 2030 Energy targets.

REPORTING TO: Office Manager

PERSON SPECIFICATION

Become a key member of a multidisciplinary team at the 3 Counties Energy Agency. A team of 15 people across technical, communication and office support for energy projects delivery to tackle Climate Action in South East Region. This person will report to the Office Manager and will be responsible for producing monthly Management Accounts for 3cea. Sage 50 accounts is the office accounts package and includes a Project Modules. Support from external accounting resources and auditors if required.

ROLE OUTLINE

- Data entry on Sage 50 Professional Accounts
- Manage Debtors, Creditors and Bank Ledgers to include customer service to clients including invoices, accounts and queries.
- Management of Accounts Receivable / Accounts Payable
- Monitor cash inflow and outflow
- Creditor invoices, accounts and queries
- Preparation, reconciliation and filing of VAT returns - Management of all Revenue related matters
- AP/ AR / Bank Recs
- Preparation of Monthly Management Accounts for presentation to Senior Management Team
- Participation in training
- Reconcile monthly payroll – (processed externally – outsourced)
- Accounts Support to EU Project Reporting - processing and submission of financial claims
- Preparation and presentation of Management and Annual Accounts and any financial reports as required
- Coordinate annual audits
- Manage all company records
- Being a key point of contact for all departments on financial and accounting matters

Accounts Technician

DESIRABLE EXPERIENCE / QUALIFICATIONS

- Strong interpersonal and communication skills
- Excellent attention to detail
- Proactive in approach to work
- Self-starter and self-motivated
- Team player who inspires, challenges and strives for results
- 2 Plus Years' Experience in similar role
- Proficient in using Sage 50 or equivalent Accounts Package

CANDIDATE REQUIREMENTS

- Bookkeeping experience and ideally be ATI Part-qualified (desirable though not essential)
- Experience producing and analysing P&L, Balance Sheet, etc from Sage 50
- Have an in-depth knowledge of organisational procedures and processes
- Produce bank and creditors reconciliations etc. To monthly deadline
- Proficiency in Microsoft Office Suite, particularly in Excel and Word
- Knowledge and experience of Accounting software programs, preferably Sage, knowledge of project module would be an advantage
- Knowledge of financial regulations
- Ability to be discreet and manage confidential data
- Excellent organisational skills and ability to handle time-sensitive tasks

HOW TO APPLY

Please complete and return the Application Form available on <http://www.3cea.ie/careers> to Bill Lowe at blowe@3cea.ie with subject line 'Accounts Technician' telling us more about yourself, your experience/ambitions. Please also indicate your earliest available starting date.

CLOSING DATE FOR RECEIPT OF APPLICATION IS 15TH JANUARY 2021