

Position: Financial / Management Accountant

Action Point Technology Ltd is an Irish owned organisation with offices across Ireland and in the US. Together with its sister company **Action Point Innovation Ltd** they form the Action Point Group. We are currently in the process of expanding our Limerick based operations and are recruiting for a **Financial Accountant**. This position offers strong levels of career progression.

Main Responsibilities

- Preparation of year-end audit file.
- Preparation of full Management Accounts (Monthly / Quarterly) including journals and reconciliations.
- Accounts Analysis (Sales / GM / Overheads - monthly).
- Maintenance of fixed asset register.
- Preparation of monthly work in progress reports.
- Calculate stock at month end and Journalise.
- Updating and maintaining the Cashflow projection model.
- Banking: lodgements, on-line banking and bank reconciliations.
- Supervision of company Credit Cards and monthly reconciliation.
- Sales invoicing review.
- Intercompany workings and invoicing.
- Supervision of the AP cycle: Supplier Invoicing (Matching/Checking/Inputting), Payments to suppliers (Including dealing with queries).
- Supervision of the AR cycle.
- Revenue returns including VAT, P30, etc.
- Supervision of Payroll and Staff expenses.
- Hands on involvement in Systems automation projects.
- This is not an exhaustive list but a guide of the duties. Other ad-hoc duties/projects as required.

Required Technical Skills

- 3-5 years industry experience.
- Strong working knowledge of accounts packages (Pegasus Opera preferred).
- Strong working knowledge of payroll packages.
- Advanced Excel skills and proficiency in all Microsoft Office Suite.
- Ability to learn new IT Systems quickly.
- Systems migration experience desired but not essential.

Qualifications/Skills

- Qualified Accountant (CIMA, ACA, ACCA, CPA).
- Third Level Qualification.
- Excellent written and verbal communication skills.
- Self-motivated and enthusiastic.
- Ability to work as part of a team or on an individual basis.
- Can multi-task and deliver to agreed project deadlines.
- Good organisational skills and strong attention to detail.
- Innovative problem solver.

WEBSITE: www.actionpoint.ie