



Accounts Assistant / Fully Qualified Acc. Technician

Maternity Contract

The Irish Horseracing Regulatory Board (IHRB) is the Regulatory Body for horseracing in Ireland and is responsible for the integrity and reputation of Irish racing both domestically and internationally. The IHRB also has responsibility for the licensing of all participants in Irish racing.

An opportunity has arisen to join the Finance Team on a Maternity Cover Full Time contract reporting to the Financial Controller.

Responsibilities

- General ledger accounting
- Balance sheet reconciliations and investigation of reconciling items to completion
- Support month end preparation including compiling accruals and prepayments and processing of monthly income
- Creditor payments ensuring payment terms are adhered to
- Debtor invoicing and collection
- Cash processing and reconciliation
- Assist with payroll processing and preparation of client specific payroll reports
- Reconcile Inter organisation transactions monthly and process inter organisation journals
- Supporting forecast and budget process
- Supporting the year-end external audit process
- Ad-hoc duties as requested to include reception cover.

Requirements

- Recently qualified or currently studying for an accounting qualification
- Min 2 years relevant experience in a similar role
- Significant experience in the area of Balance Sheet reconciliations
- Enthusiastic, organised with excellent attention to detail and high level of accuracy
- Highly motivated, flexible, proactive and able to work independently and also as part of a finance team
- Good knowledge of Microsoft Office - proficient in Excel and Word

Applications should be forwarded to: Ann Whelan - Email: awhelan@ihrb.ie

The closing date for applications is January 5th, 2021

IHRB is an equal opportunities employer