

## **Part Time Book keeper - Optimise Design**

Superb opportunity available for a part time bookkeeping role with a busy Architecture firm in Dublin city centre.

### **Role Summary:**

The ideal candidate will be a positive and can-do attitude, excellent oral and written communication skills, strong computer experience, and great organizational skills, flexible, proactive team player who is results-oriented and enthusiastic.

### **Specific responsibilities for the role will include:**

Reporting to the Managing Director and an External Accountant, this role will include:

Raising sales invoices, chasing outstanding debt, debtor reconciliations and allocating cash received

Processing supplier invoices, payment runs and creditor reconciliations

Bank reconciliations

Vat Returns

Keeping tight control on expenses

General administration involved in running a busy office

Ideal Candidate

### **Skills**

Accounting Technician qualification an advantage

Sage 50 experience desirable

Broad accounts experience in a busy environment including AP, AR and Vat returns

Enjoys working in a small company environment

Strong interpersonal skills

General administration skills

Good IT skills and MS Excel, Word etc

Mature, accountable approach

NOTE: No agencies or phone call applications will be accepted, all applications are to be via e-mail.

Please email a copy of your CV with details of current salary / salary expectations explaining how you meet the needs of this role to [info@optimise-design.com](mailto:info@optimise-design.com)

Due to high numbers of applicants we will only be contacting candidates who are successful in progressing to the next stage.