



## **Job Title: Accounts Assistant**

### **About us**

At Crowley Carbon, we provide intelligent solutions for energy efficiency and have grown in expertise to become the foremost multi-disciplinary energy services company. Led by an entrepreneurial management team with headquarters in Enniskerry, Co. Wicklow, we have a number of businesses throughout Ireland, UK and ROW.

Due to significant growth in the company we have created a new role within our Finance team. As a key member of the team you will be expected to provide support to all members of the team.

### **The key responsibilities include:**

- Processing, Posting and Allocating payments for Creditors
- Reconciling creditors statements, involving communication with creditors
- Uploading credit card statements, matching supporting documentation to transactions and posting invoices to our internal ERP system (Xero)
- Completion Bank Reconciliations on a timely basis
- Processing expense claims and verifying supporting documentation
- Assisting the monthly payroll run and drafting payroll journals
- Assisting in the implementation of a new ERP system and Expense Application
- Assisting the finance team during the month end and VAT return process
- Creating, Posting and Receipting Sales invoices
- General administration including filing, copying, scanning and distribution, phone calls and emails

### **About the candidate:**

- 1-2 years experience working in a finance office
- Good computer Skills, experience with Accounting Software packages an advantage but not essential
- 3rd Level Education in a business discipline or similar
- Ability to establish and maintain good relationships, both internally and externally at all levels
- Ability to reconcile accounts and have excellent attention to detail