

Accounts Assistant – Subcontractor Payments

We are currently seeking an Accounts Assistant to provide a subcontractor payments function and other general accounting duties for a full-time role based at our Cork office.

Department: Accounting

Reporting to: Financial Controller

Main Duties

- Maintaining Subcontractor payments.
 - RCT notifications.
 - Entry of invoices/Cert and Payments on the accounting system.
 - Preparation of excel summary of payments.
 - Drafting of quarterly RCT returns, including reconciliation of deductions.
- Cashbook management.
 - Posting of DD&SO payment.
 - Posting misc. payments.
 - Bank reconciliations.
 - Maintain a schedule of HP payments in excel.
 - Drafting of weekly cashflow.
- Raise sales invoices from client certificates.
- Provide cover to general purchase ledger.
- Provide cover on weekly wages.

Personal Specification

- Accounting Technician Qualification or QBE.
- Strong excel skills (formulas, formatting, some pivot table etc.).
- 2+ years' experience.
- Construction or contracting industry experience.
- Knowledge of RCT, payment certificates and retentions.
- Strong interpersonal and communication skills (verbal and written).
- Ability to interact comfortably and effectively at all levels within the organization from sites to senior management.

Desirable:

- Accounting practice trained (small firm).
- Supervising and leading a small team.
- Currently working for a main contractor.
- Experience of data migration and implementing a new accounts system.

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