

Accounts Assistant

Permanent Part Time – 20 hours per week, preferably over 5 days

Drogheda or Dublin office

Responsibilities Include

- Input of data into Sage Accounts Line 50 to ensure monthly management reporting deadline is met
- Daily Banking & Reconciling bank accounts
- Insurance Settlements
- Accounts Queries
- Managing Aged Debtor report - liaising with Account Executives to ensure client payments are up to date
- Other ad hoc accounts tasks as required

Required Education, Skills & Experience

- Accounting Technician Qualification or at least 3 years' experience in an accounts position
- Strong IT skills with experience using Microsoft Office & SAGE 50
- The ability & required skill level to work independently
- Excellent communication skills
- Knowledge and understanding of the Relay software package preferable where previously worked in an insurance brokerage

Essential Criteria

- Disciplined and consistent approach to following process and procedures
- Excellent organisational skills and attention to detail
- Excellent communication and interpersonal skills to include a confident telephone manner
- Promote professionalism and integrity

Remuneration

- Salary will be Commensurate with experience
- Company Bonus & Pension Scheme

Direct Applications to careers@lhkinsurance.ie