

# Trainee Accountant

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## Trainee Accountant, Accounts Department

<b>Date:</b>	22 <sup>nd</sup> August 2019
<b>Location:</b>	Bloom House, Gloucester Square, Dublin 1
<b>The Role:</b>	Trainee Accountant
<b>Job Function Keywords:</b>	Accountancy & Finance
<b>Employment Type:</b>	Full Time & Permanent
<b>Company Industry:</b>	Financial Services – Asset & Commercial Real Estate Finance
<b>Company Description:</b>	First Citizen Finance ("First Citizen") is a leading provider of Retail Financial Services in Ireland, based in Dublin with nationwide coverage. First Citizen specialises in full life cycle loan origination and servicing to some of Ireland's and Europe's largest financial institutions.

**Job Description:** The successful candidate will join a team responsible for the financial reporting of the company. Reporting to the Financial Controller, this role will provide access and exposure to all departments and levels of a growing organisation. The ideal candidate must be a team player with a positive attitude and a willingness to learn and develop their knowledge. Be able to demonstrate an aptitude through education or otherwise of being able to pick up tasks / concepts quickly. A good personality able to get on with others and know when to ask for help. The successful candidate will be involved in the following areas:

- Accounts Payable
- Accounts Receivable
- Creation, Reconciliation and Uploading of SEPA Direct Debit and Direct Credit Runs
- Updating and reconciling nominal ledger accounts
- Bank transaction processing and reconciliations
- Sales Ledger
- Analysis of Company Overheads
- Prepare certain information which will feed into management/statutory accounts

**Job Skills & Requirements:** The ideal candidate will possess the following skills and knowledge:

- Completed studies for a business or finance qualification
- Previous experience in a finance team environment is desirable but not essential
- Have started or planning to study for an accounting qualification
- Proficient skills in Microsoft Excel
- Can demonstrate an ability to plan & prioritise ones work
- Be efficient, with good attention to detail
- Have a positive, enthusiastic, can-do attitude
- Provide quality customer service and demonstrate flexibility in dealing with internal clients/suppliers

A competitive remuneration and benefits package will be offered to the successful candidate. Please contact Mr. Michael Conlon, Head of HR, First Citizen Finance, Gloucester Square, Dublin 1.

**Email:** [michael.conlon@firstcitizen.ie](mailto:michael.conlon@firstcitizen.ie)

**Closing Date for Applications:** Friday, 20<sup>th</sup> September 2019