

Trainee Accountant

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Trainee Accountant, Finance Team

Date:	December 2022
Location:	Bloom House, Gloucester Square, Dublin 1
The Role:	Trainee Accountant (reporting to the Financial Controller)
Job Function Keywords:	Accountancy & Finance
Employment Type:	Full Time & Permanent
Company Industry:	Financial Services – Asset & Commercial Real Estate Finance
Company Description:	First Citizen Finance (“First Citizen”) is a leading provider of Retail Financial Services in Ireland, based in Dublin with nationwide coverage. We provide asset finance to Personal and Business Customers in the Republic of Ireland for motor vehicles, equipment and commercial real estate.
Job Description:	The successful candidate will join a team responsible for the financial operations and 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.
Responsibilities:	The successful candidate will be involved in the following areas - <ul style="list-style-type: none">• Accounts Payable• Accounts Receivable• Day End Reporting• Bank transaction processing and reconciliations• Updating and reconciling nominal ledger accounts• Sales Ledger• Analysis of Company Overheads• Assist in preparation of external reporting packs• Prepare certain information which will feed into management / statutory accounts
Job Skills & Requirements:	The ideal candidate will possess the following skills and knowledge – <ul style="list-style-type: none">• Completed studies for a business or finance qualification• Previous experience in a finance team environment is desirable but not essential• Have started to study or are planning to study for an accounting qualification• Proficient skills in Microsoft Excel• Can demonstrate an ability to plan & prioritise one's work• Be efficient, with good attention to detail• Have a positive, enthusiastic, can-do attitude• Be comfortable assisting Financial Accountants with complex queries• Can demonstrate eagerness to learn all departments processes and functions• 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, depending on experience and full financial support for relevant studies in accordance with our education policy will be provided. Please contact Mrs. Naomi Cooney, Head of HR, First Citizen Finance, Gloucester Square, Dublin 1.

Email: naomi.cooney@firstcitizen.ie

Closing Date for Applications: Friday, 6th January 2023

Any applicant applying for this position must familiarise themselves with our data protection policies prior to submitting any personal data to us. Full information on our data protection policies and how we use your data can be found in our privacy policy located at www.firstcitizen.ie/privacy-policy.php