

Accounts Assistant – Wicklow, Ireland

Reports to: Financial Controller

Purpose of the Role

- Processing of all purchase invoices for;
 - Dortek Ireland
 - Dortek Incorporated (USA)
 - Dortek Interdoor AB (Sweden)
- Monthly review meetings with departments on outstanding invoices/Goods received not invoiced accruals
- Processing all vendor payments on SAP and Bank Systems for these 3 companies
- Preparation of bank and creditor reconciliations for these 3 companies
- Preparation and circulation of daily bank position
- Preparation and processing of weekly and monthly payrolls;
 - Year end Payroll reconciliation and close off
- Revenue Returns (VAT/P30/ Intrastat / VIES)
- Administrative support to Finance Team and Senior Management

Other development aspects

- Become local SAP expert, particularly in Finance, Despatch, Purchasing and Inventory management and deputise for despatch, purchasing and inventory management personnel during absence.
- Become SAP Query Designer expert and produce SAP reports as required by management
- Maintain various weekly databases of Key performance indicators in communication with department heads at all company locations
- Maintain register of company vehicles and co-ordinate NCT, repairs etc
- Achieve necessary qualifications and develop in depth knowledge of Finance department activity as part of departmental succession planning process

Required Qualifications/Attributed

- Qualified Accounting Technician or Part Qualified ACA/ACCA/CIMA
- Expert proficiency in Excel and Powerpoint
- Knowledge of SAP Business One a distinct advantage

To apply please email your CV to recruit@dortek.com

About Dortek:

Dortek are the global leading suppliers and pioneers of bespoke hygienic GRP door systems. We have produced and installed more than 200,000 door sets for clients in over 40 countries. Established in 1968, our clients come from a wide range of sectors including Pharmaceutical, Biotech, Healthcare, Food and Retail. Dortek has over 45 years experience in door specification, our dedicated in-house project management team deliver complex, bespoke door packages from initial design to final commissioning.