



Accounts Assistant

The Accounts Assistant is an important role in the operation of any dealership. The role demands the maintenance of the company's accounting system along with the production of important management and financial reports on a periodic basis. Applicants interested in the role of an Accounts Assistant must be over 18 years of age, be interested in pursuing a career in accounting and/or book keeping and working as a member of the accounts team within a dealership. Applicants must also have a minimum requirement 5 Passes in Ordinary Papers at Leaving Certificate level or equivalent qualifications or relevant accounts experience.

The primary functions of an Accounts Assistant in a dealership are as follows:

- Recording income and receipts
- Recording cost and expense information
- Preparing management reports
- Administering a cash management and credit control system
- Administering a debtors control system
- Preparing taxation returns including VAT & VRT returns
- Payroll administration
- Preparing ledger balances and initial trial balance
- Operating a budgetary control system
- Assisting in auditing procedures
- Preparing Bank Reconciliation's
- Maintain Stock Control Systems

The performance objectives of this role include:

- Achieving credit control targets
- Achieving debtor control targets
- Achieving month end reporting targets and deadlines
- Meeting tax returns deadlines
- Meeting bank reconciliation deadlines

The Accounts Assistant will report to the Financial Controller, General Manager or Dealer Principal.