

Book-Keeper/Management Accounts - Job Description

Duties & Responsibilities:

Working as part of the Pharmacy team within Fitzgerald Power the successful candidate will be responsible for the timely production of assigned accounts ensuring that timeline targets as set by management are met in conjunction with maintaining the firm's standard of excellent client service.

Completion of each of the following steps for each account

- Daily logon and use of workflow management tool to capture all live status of accounts each month
- Processing of invoices through Basecone / automation email throughout the month
- Merge statements on Basecone / Scan statements to Basecone & download to statement folder
- Save down Sales information into Client info folder for each client
- Ensure VAT applicable accounts reports are requested within first week of relevant month
- Process bank upload to TWF and tidy up rulings, if necessary
- Post VISA statement / cheques to TWF, if applicable
- Conduct cheque reconciliation, if applicable
- Post recurring journals to TWF - HSE, Dispensary, FOC
- Prepare book keeping end schedule for the month end
- Conduct creditors reconciliation
- Request all missing information through the gmail account
- Communicate with supplier to ensure use of automation of documents through use of the gmail account
- Use checklist template at end of the process to ensure all balances/codes are correct
- Conduct preparation of management accounts & ensure Account is released on Click up on the given due date
- Conduct any other duties or tasks associated with book-keeping & management account for accounts
- Updating partner on hours inputted to client work on monthly basis & conducting comparison to budgeted hours
- Raising of any issues during any assignment that may lead to a budget overrun.

- Work with supervisor and team to ensure all book-keeping & management accounts KPI's are met
- Ensure work is carried out in a professional and timely manner in line with company values in order to assist in meeting client expectations

Competencies:

- Previous experience in bookkeeping and management accounts desirable.
- Effective communicator & good interpersonal skills
- Team player
- Previous work experience and track record of progression in previous roles
- Strong work ethic
- Attention to detail
- ATI qualified or equivalent experience
- Interest in IT & computer systems
- Problem solver
- Continuous improvement mindset
- Ability to take direction and work within team environment