

Job title: Junior Accounts Assistant/Accounting Technician Apprenticeship (On-site)

Tracey Solicitors LLP are a dynamic and progressive law firm specialising in Personal Injury Plaintiff Litigation, based in Dublin City Centre.

We're recruiting for a Junior Accounts Assistant. If you are looking to start your career in finance and earn an ATI qualification, then look no further.

Overview:

This role offers a fantastic opportunity for a self-motivated individual who is interested in professional growth. You will have the opportunity to work for a company who gives you a platform to do amazing things, supported by our finance team.

The ideal candidate will have a positive can-do attitude, excellent oral and written communication skills, strong computer experience, organizational skills, be enthusiastic, flexible and results-oriented.

This is an on-site role with four days in the office and one day in college.

The tuition fees are covered as part of the role, and you will also be paid a competitive wage. Experience is not essential; This is an entry level role, however familiarity with the finance world would be an advantage.

Key responsibilities:

Reporting to the Accounts Manager, this role will include:

- Raising sales invoices
- Credit control
- Processing supplier invoices, payment runs
- Bank reconciliations
- Processing bank transfers to clients' accounts
- General administration involved in running a busy office.

Ideal candidate

- Strong interpersonal skills
- General administration skills
- Good IT skills and MS Excel, Word etc
- Mature, accountable approach
- Familiarity with the finance world an advantage

To discover more about becoming an Accounting Technician Apprentice check out the Accounting Technicians Ireland (ATI) website [here](#).

If you wish to apply for this role, please email a CV and cover letter to: hc@traceysolicitors.ie