

## Job title: Accounts Assistant/Accounting Technician

Tracey Solicitors LLP are a dynamic and progressive law firm based in Dublin City Centre and specialise in Personal Injury Plaintiff Litigation. We are recruiting for an **Accounts Assistant**, to join our finance team.

### Overview:

This role offers a fantastic opportunity for a self-motivated individual who is interested in professional growth. The successful candidate will play a key role in the day-to-day operations of the finance function and will work closely with senior members of the finance team, contributing to continuous improvement of processes and controls.

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 a **full-time, office-based role** with a **competitive salary**, commensurate with experience, and opportunities for ongoing professional development.

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

### Key responsibilities:

Reporting to the Accounts Manager, this role will include:

- Raising sales invoices
- Credit Control
- Processing supplier invoices, payment runs
- Bank reconciliations
- VAT Returns
- P30s
- Processing bank transfers to clients' accounts
- Complying with Law Society Accounting Regulations
- 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
- ATI qualification would be beneficial but not essential