



## **Temporary Bookkeeper/Accounts Assistant Job Specification.**

### **Introduction.**

TE Laboratories is based in Tullow, Co Carlow. The company operates a number of divisions which includes a number of analytical laboratories, chemical and reagent manufacture and an active R&D division.

We currently have a temporary contract position available. The position is Monday to Friday 8.30am-5.30pm.

### **Duties and Responsibilities:**

#### **Creditors Ledger**

- Matching all relevant paperwork, i.e. delivery dkts to supplier invoices.
- Ensuring coded to correct nom code & cost centre.
- Processing supplier invoices using ERP system.
- Setting up new supplier accounts.
- Part completion of supplier credit application forms.
- Creditor Statement reconciliation.
- Oversee EOM creditor payment run.
- Process EOM creditor payments on intact & allocate off relevant o/s invoices.
- Run EOM creditor remittances & print off pmt report per currency.
- Follow up with invoicing errors – rectifying any problems.

#### **Debtors Ledger**

- Setting up pro-forma accounts.
- Setting up new customer accounts– checking trade references, with F.C.
- Processing cash/cc/chq receipts on intact.
- Bank lodgements.

#### **Mth End Accounts**

- Assist with preparation of accruals/prepayments journal for mth end accounts.
- Assist with the preparation of VAT/Vies bi-mthly returns.

**Other Finance Duties**

- Petty cash to cover annual leave.
- Other ad hoc duties per F.C

**Experience:**

1. Operation of Integrated accounting packages.
2. A minimum of two years relevant experience in a similar role.
3. Experience of working in a multi-disciplinary team.
4. Accounting Technician Qualification preferable but not essential depending on experience.

**Skills:**

Candidates for this position must possess excellent communication skills and able to work with an excellent attention to detail. The successful candidate will possess the following personal attributes:

1. Ability to work with a variety of stakeholders, partners and individuals at all levels.
2. Strong communication skills.
3. Performance oriented and ability to deliver according to agreed targets and deadlines.
4. Able to work in a highly organised and efficient manner.
5. Carefully prepare documentation and enter information with a high level of attention to detail.

Applications in writing to include a full CV to Human Resources Manager at [hr@tellab.ie](mailto:hr@tellab.ie)