



Accounting Technician/Part Qualified Accountant

TE Laboratories Ltd (TelLab)

TelLab is a chemistry company based in Tullow Co Carlow. It is a multi-divisional company and is active in Irish/UK and European marketplace. Operations are conducted from a new purpose built laboratory complex which includes an environmental, R&D and an oil and fuel testing laboratories. Production facilities/ laboratories also exist for the manufacturing of chemical reagents and standards

Specialties

Environmental and Drinking water analysis, Lubricating and transformer Oil analysis, Fuel analysis, Marker Dye Production, Custom Laboratory analysis, Laboratory Chemicals and Reagents, Environmental Research and Development, FP7 and other International Collaborative projects.

Overview

The successful candidate will be responsible for assisting the Financial Controller of the company.

Financial Responsibilities

- Assist in Analysing costs, demonstrate and follow through on cost reduction projects to increase overall margin.
- Assist in preparation, analysis and reporting of full monthly management accounts.
- Issuing of company payments to suppliers, together with other associated aspects of Accounts Payable including reconciling supplier statements and working with AP to resolve issues.
- Providing support to other finance team members, processing purchases and sales invoices, credit control and procurement.
- Assist in submission of all statutory returns in a timely manner.
- Bank Reconciliations
- Preparation of VAT returns
- Reconcile balance sheet control accounts and exchange re-valuations on a monthly basis.
- Ensure compliance with relevant VAT/tax regulations.
- Maintenance of Fixed Asset Register
- Assist in completing financial period ends and year-ends.
- Assist in completion of grant applications forms for both national and European funding agencies.
- Ensuring Purchase Invoices are allocated to the correct cost centres and Data Entry of Purchase Invoices.

- Managing, reconciling, and posting company credit card receipts and expenses.
- Engaging in tasks and projects as the Financial Controller may require.
- Reconciling supplier statements

Budgeting, Forecasting and Reporting

- Detailed cost centre analysis and planning
- Monitoring and forecasting of company cash flow and working capital requirements.
- Assist in preparation of budgets
- Assist with Costing and Stock Control
- Assist with preparation of business/financial plans and due diligence

The ideal candidate will:

- Preferably be a PQ Accountant or qualified Accounting Technician.
- Have minimum 5 years finance experience.
- Have experience of the operation of Integrated accounting packages. Experience of SAP B1 would be an advantage.
- Experience of meeting demanding monthly reporting timetables and preparing monthly management information.
- Experience in preparation of VAT returns
- Experience of preparing annual plans and budgets.
- Track record of improving processes and controls.

Essential skills:

- Confident and a self starter, good attention to detail.
- Hands on management approach and ability to develop teams.
- Proactive with excellent interpersonal skills and proven leadership qualities.
- Excellent communications skills (written and oral) are essential for this role.