



Accounts Assistant

Company Background:

TE Laboratories (TelLab) are a science-based SME based in Tullow Co Carlow. The company operates a number of divisions which includes a number of accredited laboratories, chemical manufacture, environmental sensors, consultancy, training, events and an active R&D division.

Role:

TE Laboratories are now seeking an accurate and timely Accounts Assistant to join our team. This permanent position will be a Monday-Friday office-based role. You will work alongside a multi-disciplinary team and act as an integral member of the Finance Department.

Duties and Responsibilities:

- Management of entire credit control process including posting and receipting payments from BIF.
- Uploading invoices to E-Invoicing platforms.
- Monthly reconciliation of credit cards and posting to SAP.
- Daily liaison with customers.
- Posting of VAT/ Duty invoices to SAP.
- Responsible for updating carriage charges breakdown sheet weekly.
- Filing of invoices.
- Cross checking of external lab invoices to approve or query with supplier.
- Reconciliation of supplier statements, send remittances & liaison with supplier AR to resolve queries.
- Updating suppliers information on SAP/ Matrix.
- Support finance team with month end processes.
- Conduct or assist in ad-hoc tasks required by the Financial Controller.

Experience and Qualifications:

- Accounting Technician Qualification is advantageous but not essential depending on experience.
- 2 + years' relevant accounts experience.
- Experience operating integrated accounting packages.
- Experience working as part of a multi-disciplinary team.



Who you are:

- Ability to set and deliver on targets.
- Ability to prioritise and organise tasks and activities.
- Excellent attention to detail.
- Strong communication skills.

Benefits:

- Competitive Salary – Commensurate with qualifications and experience.
- Work life balance.
- Annual attendance bonus.
- Free on-site parking

Closing Date:

Applications can be emailed to Human Resource's, to include cover letter and a full CV to lobrien@tellab.ie