



## Vacancy for Full-Time Accounts Supervisor/Bookkeeper

### The Company:

South County Dublin Leisure Services CLG  
The position will be based at Clondalkin Leisure Centre

### Description:

- To ensure the finance and accounts of the business are properly allocated, documented, secured and reported
- To direct the accounts department of the company

### Key Responsibilities:

- Ensuring cash management and reconciliation of bank accounts
- Maintaining financial ledgers and accounting processes
- Managing the payroll process
- Preparation of cash flow statements budgets and forecasts
- Overseeing accounts payable and accounts receivable
- Internal company auditing

### Requirements:

- First-rate I.T. skills
- Professional qualification
- Can work as member of a team
- Excellent team leading skills
- Ability to interact in a professional and courteous manner
- Ability to be pro-active and to self-motivate
- Honest and discreet
- Previous experience minimum five years

Application forms available from [info@clondalkinleisure.com](mailto:info@clondalkinleisure.com)

Closing date for applications close of business 29<sup>th</sup> May 2019