

ACCOUNTS AND ADMINISTRATION MANAGER



JOB TITLE

Accounts & Admin Manager



LOCATION

Dublin, Ireland



COMPENSATION

Competitive in Market

WORK PROFILE

Handling Administration Tasks and Processes Such As :

- Travel and Stay Arrangement
- Scheduling of Meetings
- Passport Renewal of Employees
- Visa Processing and Renewal
- Employee Health Insurance
- Liaising with HR, other Administrative and Core Finance Business Team as and when required
- Liaising with external vendors as and when required
- Housekeeping and Regular Maintenance
- Office Infrastructure Development and Modifications
- Event Management
- Business Travel & Ticketing
- Hotel Booking
- Out of Pocket Expenses
- Visa & Passport

Handling Basic Accounting Tasks and Processes Such As :

- Sorting and recording of bills for record keeping and further processing
- Processing all payments and reimbursements to employees and 3rd parties smoothly and timely manner
- Invoicing and VAT Compliances like VAT3, VIES and ARTD filings
- Payroll processing, payment of payroll taxes, Payroll return filings and reporting.
- Preparation of statutory accounts, financial statements, Liaison with auditors for completion of statutory audits.
- Preparation and Filing of Corporate tax returns.
- Company Secretarial Compliances, Filing with CRO, Annual Returns etc.

Handling Documentation & MIS :

- Recording and maintaining all documents, letters, contracts, bills etc. of Employees, Clients, Vendors, Office Premise Owner, Building Administration/Management, Office Asset, Insurance etc.
- Updating Client Contact List

EDUCATIONAL QUALIFICATIONS AND EXPERIENCE

- Bachelors or Masters Degree
- Proficient in Microsoft Office
- Relevant experience of 4-6 years in administration
- Proven experience in dealing with sensitive issues in a complex, rapidly changing environment

REQUIRED SKILLS

- Excellent spoken and written English
- Ability to build trust, relationships and credibility quickly with people in various roles at all levels of the organization
- Ability to work under pressure and multi-task
- Ability to work in multicultural environments and multidisciplinary teams

Please submit your resume at jobs.ireland@synergyconsultingifa.com

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