

The Company

FTI Treasury is a specialist treasury services company providing **Treasury Outsourcing and Consultancy** to a diverse global client base of corporates, banks and public sector treasuries. Founded in 1988, FTI Treasury is based in Dublin's International Financial Services Centre (IFSC).

The Position

FTI wishes to recruit an Accounting Assistant to provide support to the business.

Reporting directly to the Head of Finance, this is a broad role that would suit an experienced accounting technician, part qualified accountant who is seeking the next step in their career or an exceptional recent graduate wanting to work toward obtaining an accounting qualification. We will support you financially in obtaining/completing your professional accounting qualification (ACCA/CIMA) whilst also gaining on the job training in a busy and dynamic accounting environment.

Duties will include:

- Monthly accounts preparation
- Management of Accounts Receivable process
- Management of Accounts Payable process
- Prepare and issue invoices to customers
- Data input into company accounting system (AccountsIQ)
- Maintenance of AccountsIQ static data
- Prepare and file VAT returns
- Management of employee expenses process
- Management of office supplies and relationships (courier, stationery, canteen, cleaning etc.)
- Provide support and assistance as necessary to the finance and executive team
- Computer literate Excel, Word and knowledge of AccountsIQ accounting package an advantage

The Person

This is a great opportunity for a person with a strong work ethic and common sense to get hands on experience of financial control in a dynamic environment. Willingness to get stuck in and take responsibility for important functions within the Company is essential.

- At least 1 years' experience in a finance role
- Ideally Part Qualified Accountant
- Excellent interpersonal skills
- Computer literate in Excel, Word etc.
- Knowledge of AccountsIQ accounting package an advantage but not necessary

Please send a CV and letter of application to info@ftitreasury.com.

www.ftitreasury.com