

Introduction.

Wind Turbine Engineering Ltd, part of the WTE Energy Group, is an award-winning contractor specializing in turbine maintenance and heavy repair works in the onshore wind sector; the company has doubled in size in the last three years, and recently opened its UK base in Swansea.

To ensure the continued expansion in the company in line with projected growth in this sector, we are recruiting for the role of “Accounts Administrator and Project Support”; this will be a full-time role based at our Irish HQ in Rathangan, Co. Kildare.

Job Description & Overview:

The role is titled: Accounts Administrator & Project Support; we estimate that workload will be split 50/50 between accounts-based activities and project support.

Working Hours:

09.00 to 17.00, Monday to Friday.

Minimum requirements to fulfil role:

Accounting Technician or equivalent qualification.

Ideally a minimum of 3 years’ experience in a similar finance role.

Excellent IT skills in all Microsoft Office tools but, particularly in Microsoft Excel.

Previous use of Sage Line 50.

Self-starter with the ability and confidence to work on own initiative to strict deadlines.

Strong prioritisation, multitask, co-ordination and organisational skills required.

Must be able to work in a team environment.

Motivated individual with a strong work ethic.

Fluent/highly proficient in spoken and written English.

Principal Accountabilities:

Proficient use of Sage Line 50 to undertake the following:

Posting of Sales and Purchases Invoices.

Trade Debtors and Creditors reconciliations.

Bank Reconciliations.

Posting of monthly journals.

Preparation of Vat Returns.

Preparation of Monthly Management Accounts.

Competency to understand & manage the following:

VAT guidelines.

Obligations to suppliers, customers and third-party vendors.

Process bank deposits.

Reconcile financial statements.

Prepare, send and log invoices.

Liaise with clients to ensure timely payments.

Identify and address discrepancies.

Report on the status of accounts payable and receivable.

Update internal accounting databases and spreadsheets.

Manage phone calls and correspondence.

Support budgeting and bookkeeping procedures.

Create and update records and databases with personnel, financial and other data.

Track stocks of office supplies and place orders when necessary.

Submit reports in a timely manner and prepare presentations/proposals as assigned.

Undertake personal training and development as required.

Provide assistance & support to project team including:

Sourcing accommodation for frontline staff.

Booking flights and ferries.

Printing & binding EHS files.

Logging Personnel certification to client portals.

Assigning online inductions to all staff.

Any other task deemed necessary by management to complete your role.

Ensure that you comply with all health and safety and other statutory regulations