

TERMS AND CONDITIONS

Job title: Accountant / Accounting Systems Controller
Location: Remote Working
Salary: €45,000 - €55,000 (Depending on Experience)
Permanent

PURPOSE OF ROLE

At Incorpro, we see ourselves as a software development firm specializing in providing accounting, tax and company secretarial services. The purpose of this role is to manage Incorpro's accounting services with the object of satisfying client accounting and tax needs by advancing the automation of our Chartered Accountant firm. As an integral part of the team, you will report to the Managing Partner and will be detail orientated, result driven, with the ability to work under pressure in a fast-paced environment.

This role presents an opportunity to develop strong client relations skills, technical accounting knowledge and coding expertise, by applying them to our accounting and tax services. You will be expected to continue our 5-star customer service while becoming proficient in the company accounting process while advancing Incorpro's internally developed software. We especially welcome those with a basic understanding or an eager desire to learn about software development.

KEY RESPONSIBILITIES

- Manage the full accounting process, from monthly accounts and VAT returns through to annual financial statements and corporation tax returns under the guidance of the Managing Partner.
- Communicate with clients in relation to tax and accounting matters to ensure a 5-star customer experience.
- Taking full responsibility for the preparation of year end accounts and statutory financial statements for client companies.
- Preparation and submission of tax returns (VAT3, CT1, etc) and correspondence with the Revenue Commissioners.
- Managing the company portfolio of clients and organisation of your client workload to meet CRO and Revenue guidelines.
- Ongoing monitoring of client accounts and correspondence and taking the necessary actions.
- Work with our software engineers to develop, test and deploy programs and systems with the aim of automating our bookkeeping, accounting and tax processes while enhancing customer experience.
- End to end responsibility of client's payroll and manage the payroll mailbox and client queries.
- Focus on value-adding activities that are critical for the sustainable growth of the company.

OTHER RESPONSIBILITIES

- ➡ To develop positive and professional working relationships clients.
- ➡ In addition to the duties and responsibilities listed, you are required to work consistently to the highest standards possible and perform other duties assigned by the Managing Partner.
- ➡ The terms in this job description are subject to review from time to time by the company.
- ➡ To take responsibility for personal development, learning and performance levels.

Person Specification

	<i>ESSENTIAL</i>	<i>DESIRABLE</i>
<i>EDUCATION AND QUALIFICATIONS</i>	<ul style="list-style-type: none">• Qualified or Partly Qualified ACA, CTA, CPA, ACCA	<ul style="list-style-type: none">• A minimum of two years' experience in an Accountancy Practice
<i>WORK ATTITUDES</i>	<ul style="list-style-type: none">• Strong customer focus, capable of presenting & explaining accounting and tax requirements to clients.• Be comfortable dealing with people directly, both in writing, over the phone, and in person.• Excellent attention to detail, must be detail oriented with a flair for figures and an ability to problem solve.• Comfortable working in an evolving environment with flexibility to adapt to constantly changing priorities.• Strong commitment to learning and development.• To undertake all duties with the utmost discretion and treat all matters in the strictest confidence with the appropriate level of tact and diplomacy.• Ability to operate under pressure, proactive attitude, takes ownership and has ability to follow through.• Shows good use of initiative and self-motivation.	
<i>SPECIAL SKILLS</i>	<ul style="list-style-type: none">• Highly computer literate, highly proficient in the use of cloud applications and knowledge of accounting software packages.• Candidates will be good communicators, able to work with people of differing skills.• Ability to work to tight deadlines.• Ability to build positive relationships, with high impact and influence.	<ul style="list-style-type: none">• Basic understanding or a keen interest to learn more about coding.• Experience with software design and development in a test-driven environment.• Knowledge of coding languages (e.g., Python, Django, JavaScript) and frameworks/systems.

	<ul style="list-style-type: none"> • Good planning and organization skills. • Excellent Telephone Manner. • Excellent analytical and reporting skills • Able to quickly learn new software and technologies. • Excellent listening skills with the ability to follow instructions. • Have excellent written and verbal communication skills. • Great team working skills. 	
<i>DISPOSITION</i>	<ul style="list-style-type: none"> • Attention to detail. • Accountability. • Self-motivated. 	

You will find a home at our company if you share our values and enthusiasm for efficiency and client satisfaction. We are a small team, communication and collaboration is essential. We realise that to be an efficient accounting firm, we need to put technology at the core. Almost all the tasks our firm performs can be automated, so we will continue to automate them. We have an open dialogue that fosters creativity and innovation within our small company.