

#### TERMS AND CONDITIONS

<b>Job title:</b>	<b>Part Qualified Accountant</b>
<b>Location:</b>	<b>Remote Working</b>
<b>Salary:</b>	<b>€30,000 (Depending on Experience)</b>
	<b>Permanent</b>

#### PURPOSE OF ROLE

At Incorpro, we see ourselves as a software development firm specializing in providing accounting, tax and company secretarial services. We are seeking a dedicated and detail-oriented Part Qualified/Junior Accountant to join our small but dynamic team. The ideal candidate will have a foundational knowledge of bookkeeping and accounting principles and be eager to apply this knowledge in a practical setting while having a keen interest in growing their skills in a supportive environment. This role is critical in supporting our accounting operations by performing daily bookkeeping and general accounting tasks, contributing to financial reporting, and ensuring accuracy and efficiency in our financial processes.

Reporting to our CEO this person will be detail orientated, result driven and have the ability to work in a fast-paced environment while contributing to the advancement of Incorpro's internally developed software. We especially welcome those with a basic understanding or an eager desire to learn more about software development.

#### KEY RESPONSIBILITIES

- ➔ **Ownership of Accounting Processes:** Assume full responsibility for the entire bookkeeping and accounting lifecycle. Ensure meticulous execution of all accounting tasks, from recording financial transactions to completing posting procedures, leveraging Incorpro's internally developed system and artificial intelligence.
- ➔ **Client Records Management and Data Entry:** You will be tasked with obtaining books and records from clients, accurately entering this data into our accounting system, and posting any necessary journals. Your responsibility will include ensuring the integrity and accuracy of accounting data before it undergoes review by a senior accountant, playing a critical role in the initial stages of the accounting process.
- ➔ **Financial Management and Compliance:** Collaborate with senior accountants on preparing and submitting annual filings and tax returns, including but not limited to VAT3 and CT1 returns.
- ➔ **Client Communication and Administrative Support:** Deliver exceptional client service by engaging with clients on their accounting needs with proactive communication, responsiveness, and high-quality service, while also handling clerical tasks with precision.
- ➔ **Innovation and Efficiency:** Actively contribute to the enhancement of accounting processes and the automation of bookkeeping, tax, and accounting functions. Your insights will be valuable in collaborating with software engineers to develop and deploy innovative solutions, aiming for maximum efficiency and accuracy with minimal manual intervention.
- ➔ **Professional Development:** Embrace personal growth and continuous learning to improve your own performance and adapt to technological advancements within the field.

## Person Specification

	<i><b>ESSENTIAL</b></i>	<i><b>DESIRABLE</b></i>
<i><b>EDUCATION AND QUALIFICATIONS</b></i>	<ul style="list-style-type: none"> <li>• Partly Qualified or working towards ACCA.</li> <li>• Diploma in Accounting, Finance, or related field: an associate degree is preferred.</li> </ul>	<ul style="list-style-type: none"> <li>• A minimum of one years' experience in an Accountancy Practice</li> <li>• Previous experience as a bookkeeper or in a similar role is advantageous but not essential</li> </ul>
<i><b>WORK ATTITUDES</b></i>	<ul style="list-style-type: none"> <li>• Strong customer focus, capable of presenting &amp; explaining accounting and tax requirements to clients.</li> <li>• Be comfortable dealing with people directly, both in writing, over the phone, and in person.</li> <li>• Excellent attention to detail, must be detail oriented with a flair for figures and an ability to problem solve.</li> <li>• Comfortable working in an evolving environment with flexibility to adapt to constantly changing priorities.</li> <li>• Strong commitment to learning and development.</li> <li>• To undertake all duties with the utmost discretion and treat all matters in the strictest confidence with the appropriate level of tact and diplomacy.</li> <li>• Ability to operate under pressure, proactive attitude, takes ownership and has ability to follow through.</li> <li>• Shows good use of initiative and self-motivation.</li> </ul>	
<i><b>SPECIAL SKILLS</b></i>	<ul style="list-style-type: none"> <li>• Highly computer literate.</li> <li>• Candidates will be good communicators, able to work with people of differing skills.</li> <li>• Ability to work to tight deadlines.</li> <li>• Ability to build positive relationships, with high impact and influence.</li> <li>• Good planning and organization skills.</li> <li>• Excellent Telephone Manner.</li> <li>• Able to quickly learn new software and technologies.</li> <li>• Excellent listening skills with the ability to follow instructions.</li> <li>• Have excellent written and verbal communication skills.</li> <li>• Great team working skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Proficient in the use of cloud applications and knowledge of accounting software packages.</li> <li>• Excellent analytical and reporting skills</li> <li>•</li> <li>• Basic understanding or a keen interest to learn more about coding.</li> <li>• Some Knowledge of coding languages (e.g., Python, Django, JavaScript) and frameworks/systems.</li> </ul>

<b><i>DISPOSITION</i></b>	<ul style="list-style-type: none"><li>• Attention to detail.</li><li>• Accountability.</li><li>• Self-motivated.</li></ul>	
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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.