

Job Description: Junior/Trainee Accountant (Full-Time, Office Based, Athlone Town Centre)

Position: Junior/Trainee Accountant

Salary: €25,000 – €30,000 DOE

About the Role

We are seeking a Trainee Accountant to join our growing accountancy firm on a full-time remote basis. This role provides an excellent opportunity to gain practical experience and develop your skills while supporting Incorpro's accounting services and contributing to the automation of our Chartered Accountant firm.

Ideal for a motivated individual at the start of their accounting career, this position involves assisting with various accounting and tax tasks while gaining exposure to innovative processes and software development.

Key Responsibilities

- Process daily transactions for a diverse client portfolio, ensuring accuracy and compliance.
 - Assist with maintaining general ledgers and preparing financial statements and reports.
 - Support the preparation of periodic management accounts.
 - Help process VAT returns, corporation tax returns, and other basic tax filings under the guidance of senior staff.
 - Respond to client queries, providing clear and helpful information.
 - Collaborate with team members to maintain and improve automated bookkeeping and accounting systems.
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Key Requirements

- Currently pursuing or interested in pursuing a professional accounting qualification (ACA or ACCA).
 - Graduate Degree
 - A desire to apply technology within an accounting environment.
 - Strong communication skills and a client-focused approach.
 - Eagerness to work in a remote setting and grow within the role.
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Training & Development

The successful candidate will gain experience in statutory accounts, taxation, bookkeeping, and payroll. The role includes a contract with paid study leave and exam fees, following Chartered Accountants Ireland (CAI) guidelines, leading to the ACA qualification, or full support with ACCA exams.