



ACCOUNTS ASSISTANT - THE PERSON

The Ballyfermot Chapelized Partnership CLG is seeking a qualified or part-qualified Accounting Technician or an individual with significant accounts experience on a part time basis to join their finance team.

The role is based on 17.5 hours per week. Please advise in your cover letter or application your preferred working hours listed below:

- 2 full days plus 3.5 hours per week (specify days available)
- 5 Mornings per week (specify hours available)
- 5 afternoons per week (specify hours available)

The key skills and competencies required are:

- Experience in Tas books, Sage or similar
- Intermediate experience on Excel
- Strong communication, administrative and organisational skills required

Application form available by emailing tdunphy@bcpartnership.ie

- Application packages will include
 - Application Form x 3
 - Detailed cover letter x3
 - CV x3
- Informal enquiries are welcome please contact Pam Kearns Manager @ 01 6235612
- Applications must be made by way of hard copy only by post or hand delivered to; **REF 1 Recruitment. Teresa Dunphy, Executive Assistant , Ballyfermot Chapelized Partnership CLG, 4 Drumfinn Park, Ballyfermot Dublin 10.**
- Closing date for receipt of applications is 1pm on the 18th September 2020 (no late applications will be accepted)