

YOU'VE GOT
Talent.

amesto
Global

Finance Assistant

📍 Ireland

OUR FIRM

Amesto Global is a partner led boutique firm offering bespoke solutions to companies expanding both domestically and internationally. We are client focused and embrace technology in all aspects of our work practices. We work hard to automate our processes as much as possible to deliver timely information to our clients.

Due to our own growth we have a fantastic opportunity to join our team in Ireland. To learn more about us, visit www.amesto.global

KEY RESPONSIBILITIES

- Assisting with Account Payable processes.
- Assisting with the processing of vendor invoices for our group companies.
- Assistance in preparing monthly client billings.
- Maintain accounts receivable customer files and records.
- Daily monitoring of the Finance inbox.
- Daily Bank Reconciliations.
- Processing of payment to suppliers.
- Maintaining Fixed Asset Register.
- Planning and organizing work effectively to meet agreed job objectives.
- Other ad hoc office admin duties that may arise from time to time..

SKILLS & REQUIREMENTS

- 3 years previous experience in a similar role.
- Knowledge of Xero an advantage.

- Strong IT skills - word/outlook/excel.
- Good communicator.
- Strong organisation skills.
- Ability to manage your own workload once given guidance.
- Fluent English both written and spoken.
- Flexible with ability to multitask.
- Required to be onsite in our Limerick office 4 days minimum.
- Immediate availability (start date as soon as March 2023).

APPLICATION DETAILS

Start Date: As soon as March 2023

If you are interested in joining our team, please send your application letter and resume to us at:

hire@amesto.com

