



JOB DESCRIPTION

Accounts Assistant

Reports to: Financial Controller

The Accounts Assistant is responsible for supporting the day-to-day financial operations of the business, ensuring accurate processing of accounts payable, payroll, bank reconciliations, and financial reporting activities. The role involves maintaining financial records, preparing statutory returns, supporting month-end and year-end close processes, and ensuring compliance with accounting standards and regulatory requirements.

About ProSys:

ProSys, established in 1997 and headquartered in Cork, Ireland, specialises in the design and manufacture of specialist capital equipment for the pharmaceutical industry.

Location: IDA Business Park, Carrigtohill, Co. Cork, T45 AP82

Job Type: Full-time, Permanent, Office-based.

ROLE DESCRIPTION

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responsible for processing payroll in Ireland and liaising with payroll providers in other jurisdictions.
- Manage accounts payable processes, including purchase order setup, invoice posting, supplier payments, and creditor reconciliations.
- Process consultancy, payroll, and international payroll invoices, payments, and journal entries.
- Perform monthly bank reconciliations, currency revaluations, and balance sheet reconciliations.
- Support month-end and year-end close activities, including payroll, VAT, inventory, and stock-related journal postings.
- Reconcile payroll, pension, and other control accounts, ensuring accuracy and compliance with statutory requirements.
- Prepare and submit statutory returns, including VAT, Intrastat, VIES, ROS, RTD, and EVR filings.
- Monitor and investigate GRNI balances, proforma accounts, unallocated balances, and other accounting discrepancies.
- Analyse inventory, work-in-progress (WIP), stock reports, and finished goods warehouse balances, posting corrective journals where required.
- Process employee payroll for Irish and UK entities, including pension administration and HMRC payments.
- Manage corporate card and expense accounting, including Revolut and Visa transactions, reconciliations, and payment processing.

- Review sales orders and invoicing accuracy and maintain project tracking and financial reporting schedules.
- Maintain monthly foreign exchange rates within ERP systems and support financial reporting requirements.

EDUCATION / QUALIFICATIONS & EXPERIENCE REQUIRED

- Minimum of 5 years' experience in a similar finance/accounting role, with proven experience in accounts payable, payroll, reconciliations, month-end processes, statutory reporting, and financial controls.
- Attention to detail and high level of accuracy.
- Analytical and problem-solving ability.
- Excellent communication and interpersonal skills.
- Ability to prioritise and meet tight deadlines.
- Process-driven with a focus on continuous improvement.
- Integrity and discretion in handling confidential information.