

CAREER OPPORTUNITY

PART QUALIFIED ACCOUNTANT

Established in 1967, IPUT is Ireland's premier property company with a portfolio of 89 properties and an asset value of €2.5 billion.

IPUT is the largest owner of modern Dublin office property in Ireland owning and developing landmark office buildings occupied by leading national and global businesses.

IPUT has an ambitious vision to grow the company and build on its current position as Ireland's premier property company.

IPUT is seeking a part qualified accountant for a permanent full-time role.

Responsibilities

Reporting to the Finance Manager and working as a key member of the Finance Team, the role will involve;

- Accounts Payable:
 - Processing invoices
 - Preparing payment runs
 - Dealing with supplier queries
- Accounts Receivable:
 - Issuing rent invoices on a quarterly basis
- Assisting with quarterly management accounts
- Preparing finance information for management meetings
- Providing ad-hoc finance support to other members of the IPUT team as required
- General administration support to the Head of Finance and Finance Manager

Personal Profile

- Part qualified accountant with at least 5 years' experience in a similar role
- Must be proficient in Excel to intermediate level
- Strong attention to detail a must
- Excellent organisational skills with an ability to manage changing priorities.
- Strong communication skills, both written and oral
- Good team player
- A strong working knowledge of the full MS Office suite
- Pro-active and experience working on own initiative in a busy office environment
- Flexible, positive approach to work

IPUT AT A GLANCE

Number of Properties

89

Asset Value

€2.5bn

Total Portfolio Size

5m sq ft

Number of Tenancies

380

Click here to watch our
Portfolio Tour



If you are interested in applying for this role, please email a cover letter together with an up to date CV to careers@iput.com

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IPUT