



JOB TITLE **Account Administrator**

COMPANY **Independent Trustee Company Ltd**

Independent Trustee Company is an Irish owned company, established in 1994. We employ over 75 staff, and our focus is to deliver flexible and transparent pension plans for our clients.

Over the last 2 decades, our clients have allowed us to become one of the largest providers of self-administered pension structures in Ireland. We administer in excess of **€2.5 billion** in client funds through over **6,000** pension structures. Our clients are self-employed individuals, professionals, company directors, corporate clients and financial advisors.

We pride ourselves on our high-quality service and ensure our staff have the skills and expertise to provide a highly efficient and professional service to our clients and advisors.

We are approved by the Revenue Commissioners and the Pensions Authority as Pensioner Trustee and are regulated by the Central Bank of Ireland. We are also approved Trustee Trainers by the Pensions Authority. We are one of the founding members of the Association of Pension Trustees of Ireland.

JOB DESCRIPTION

ITC Group is currently seeking to fill an Account Administrator role in the Finance Team. The candidate will report to the Head of Finance and will join a team of four finance professionals in maintaining the accounting records of nine group companies. They will be responsible for processing prime entry transactions. The candidate should be proficient in working with numbers and should be capable of working efficiently to business deadlines.

The ITC Group have made the decision to work remotely on a permanent basis. Therefore, this role is exclusively a remote working opportunity.

Applications can be submitted to careers@itcgroup.ie

SALARY

Starting salary is €30,000 per annum.

KEY RESPONSIBILITIES

- Timely processing, and recording of accounting transactions, including:
 - Sales invoices
 - Supplier invoices and payments
- Ensure cash books are kept up to date
- Ensure all transaction backups meet Company requirements and standards.
- Daily reconciliations of key accounts
- Process and organise payments to suppliers and brokers
- Ensure supplier bank details and contact information are kept up-to-date
- Assist the Credit Controller in ensuring debtor balances are recovered in line with targets
- Support other transactional duties as required, ensuring accuracy and compliance with internal controls

REQUIRED SKILLS & BEHAVIOURS

- Strong attention to detail and a high degree of accuracy
- Strong organisational skills and ability to manage multiple tasks effectively
- Proficient with using Microsoft Office and with Excel & Outlook applications in particular
- Strong communication skills
- Ability to work both independently and collaboratively as part of a team
- The successful candidate will be provided with training on the accounting packages used (mainly Quickbooks and MS Business Central)

QUALIFICATIONS / EXPERIENCE REQUIRED

- A business degree is preferred but not required
- Prior experience with posting accounting transactions to an accounting software application (2+ years)