



## **JOB OPPORTUNITY**

### **OFFICE MANAGER (part-time) – ACCOUNTANCY PRACTICE**

Fantastic opportunity for an energetic and pro-active professional to join an exciting and fast-growing Dublin accountancy practice.

Paddy Quinn and Co Chartered Accountants service a wide-range of SME's in Ireland and the UK and due to recent expansion, including a move into new offices in Glasnevin, require an Office Manager to join our team. This is a key role within the firm as the right candidate will be given the opportunity to create and shape important office processes, whilst also being required to bring their creative side to various employee engagement and marketing tasks.

### **JOB DESCRIPTION**

The role will cover four key areas:

#### *1. Office maintenance*

This will involve working on office reception, receiving and recording post, stationery and office supplies, petty cash, acting as point of contact for telephone and IT and other general office administrative tasks.

#### *2. Accounts payable and receivable*

Part of the role will also involve accounts payable and accounts receivable tasks. The candidate will be required to assist with the monthly invoicing process, recording receipts and bank reconciliations.

#### *3. Employee engagement*

As many of our staff are on flexible working conditions (i.e. work from home, irregular or part-time hours) employee engagement will play an important part of the role. We would like the right candidate to bring creativity and imagination in implementing an effective employee benefit program and in organising social events. The candidate will also be required to assist in general HR tasks.

#### *4. Marketing and business development*

As a growing firm, it is important that we hit the right notes in our marketing and business development strategies. The Office Manager will help improve our client

communications, assist with keeping our website current and get involved in other general marketing and networking activities.

This is an exciting opportunity to work in a firm that places a strong emphasis on individual growth and learning, health and well-being and social work life balance. We offer flexible working conditions, built on trust, that contribute to an enjoyable and effective team culture. This role is part-time, office based, Monday to Friday am.

### **QUALIFICATIONS, EXPERIENCE and KEY CHARACTERISTICS**

#### **Necessary**

Confident, outgoing and friendly with excellent interpersonal and communication skills.

Ability to use own initiative.

Computer literate particularly in MS Office (Word, Excel etc.).

Excellent organisational skills, ability to work on multiple tasks in parallel.

Customer service centric mentality.

Previous office manager experience.

#### **Advantage but not a necessity**

Previous accountancy practice experience.

We offer a competitive package along with the opportunity to be part of a vibrant, growing and forward-thinking firm.

If interested, please email [info@paddyquinn.ie](mailto:info@paddyquinn.ie) with CV.