

Applications are invited by the Dublin office of Maples Fiduciary Services for the position of

### Accounting Technician

who, will be part of a team responsible for the internal finance function for various MaplesFS Ireland and UK offices and will report into the Finance Manager. He/she will have responsibility for various financial reporting functions including accounts payable, balance sheet and intercompany reconciliations, assisting with month end reporting and working with the business to ensure all charges are billed to the clients. Other duties include assisting with the preparation of annual and internal audit files, the annual budget process and management of the company credit card.

The successful candidate will possess an accounting technician diploma at a minimum. Relevant experience in a similar role would be an asset. The successful candidate will have excellent organizational skills, possess strong attention to detail and be able to manage time effectively in order to meet strict deadlines. He/she will have excellent verbal and written communication skills and the ability to work with all levels of staff both locally and in foreign offices. He/she should be proficient in the use of Microsoft applications and complex excel formulae. Strict adherence to internal controls will be required.

We offer a supportive environment structured on a team basis. Benefits include 4 weeks vacation (prorated for part years), health insurance and pension plan. Salary will be commensurate with qualifications and experience.

Qualified applicants should write, enclosing their CVs to [careers.eu@maplesfs.com](mailto:careers.eu@maplesfs.com) quoting reference: Dublin - Finance - Accounting Technician.

MaplesFS is an independent global services provider. Through our fiduciary and fund services divisions, we look to form strategic long-term partnerships with each of our clients. With offices in leading onshore and offshore jurisdictions, we combine a unique global client service model with leading technology and custom integration. Through this adaptable approach, we create business solutions governed by our clients' diverse and sophisticated requirements.

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