



Job Description – Accounts Administrator/Bookkeeper Role

Job Position: Accounts Administrator/Bookkeeper

About Arralis: Arralis is a rapidly scaling technology company, providing world leading expertise in RF, micro and millimetre-wave technology. It has offices in Ireland, UK, USA, Hong Kong and a fabrication facility in China. Arralis' core focus is in W, Ka and E bands where it is building fully integrated RF front ends. Arralis designs and manufactures MMICs, modules and antennas for these bands and provides fully integrated systems for vision and radar applications. Arralis' products, which are the ultimate in precision and innovation, are used in both global and space environments where accuracy and reliability are critical.

Location: Limerick, Ireland.

Terms: Permanent, full time.

Salary: Competitive.

Responsibilities:

- Daily financial tasks such as processing purchase orders, invoicing, processing payments inwards/outwards, maintenance of day books, banking and bank reconciliations - reconciling bank movement with nominal ledger.
- Credit card reconciliation.
- Revenue filings.
- VAT returns.
- Managing payroll.
- Processing financial information on IT system.
- Reconciling additional sundry accounts linked to bank and other control accounts.
- Accurate general ledger postings for relevant modules including banks, accounts receivable and accounts payable.
- Monthly reviewing of nominal ledger balances and ownership of month end process for same.
- Ledger account reconciliations.
- Clerical and general administrative duties.
- Assisting in a variety of projects to improve and develop the financial reporting process.

Skills/Experience/Qualifications:

- Be either an Accounting Technician or part-qualified Accounting Technician.
- Have 1+ years' experience working in an Accounts Department.
- Have previous experience with daily banking and bank reconciliations reconciling bank movement with nominal ledger and the day book transactions.

Address

Arralis Ltd.
Tierney Building,
University of Limerick,
Limerick,
Ireland.

T. +353 61 748 264
info@arralis.com
www.arralis.com

Registered Address

Arralis Ltd.
Deloitte & Touche House,
Charlotte's Quay,
Limerick,
Ireland.

Company Directors

Gillian Yeung (Canadian)
Eamonn Boland

- Have strong IT skills with previous experience working with Xero and MS Excel.
- Be highly motivated with an ability to take ownership and possess strong attention to detail.
- Possess good ability to multi-task.
- Have strong communication skills, both verbal and written.
- Have the ability to work both independently and as part of a dynamic team.
- An enthusiastic and positive self-starter.
- Good analytical and problem-solving ability.

If you have the above experience and wish to apply for this role, please forward your CV and Cover Letter to info@arralis.com



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