



**Dungloe  
Co Donegal**

## **Accountant Job Description**

### **Who We Are**

At Donegal Seaweed, we are proud to produce 100% organic liquid fertiliser for both the Domestic and International Market. Our raw material is locally sourced therefore we are delighted to be able to reliably trace back to source.

Every individual in our business strives to produce a premium quality product for our customers, thereby producing optimum growing results.

All employees have the autonomy to bring their idea/solutions to the business.

### **Your Role**

In this role you will be working closely with the Production Manager and business manager delivering the requirements and day to day tasks detailed in the job description.

### **Your Team**

You'll work alongside the production manager and business manager.

### **Responsibilities**

- Prepare orders for customer dispatch
- Accounts Payable & Receivable Processing
- Preparing customs paperwork for export
- Payroll Processing
- Preparing month end reports
- Complete monthly and quarterly tax returns



**DONEGAL  
SEAWEEED**  
Mother Nature's Nutrients

- Month-end reconciliations (debtors, creditors, bank accounts, accounts, stock etc.)
- Creating and maintaining spreadsheets and/or databases to record, monitor and compile information
- Conducting internal audits such as salary and wage reviews
- Prepare financial forecasts for internal and external purposes
- Managing the delivery of monthly financial statements information
- Tax reporting and inventory processing
- Ad hoc duties to support the team

## **About You**

### **Your Experience**

- Minimum 5 years accounting experience
- Computerised payroll system experience (CollSoft)
- Advanced Microsoft Excel
- Sage Accounts

### **Desirable Qualifications**

- IATI Qualified

### **SALARY**

- Dependant on qualifications and experience

### **CV and Cover Letter To**

[sales@donegalseaweed.com](mailto:sales@donegalseaweed.com)

### **Closing date**

- Friday, 2 June 2023

**The post will be based in our offices in Dungloe, Co Donegal**