



**ACCOUNTS ASSISTANT
(Part-time)**

New Row, Donegal Town, Co Donegal

Magee is a fifth-generation Irish family business with over 150 years' experience designing, weaving and tailoring luxury fabrics and high-quality garments based in Donegal Town. The Company includes manufacturing, wholesale, retail and e-commerce businesses and is multi-channel. We offer lifestyle collections across Men, Women, Home & Accessories via our stores in Donegal and Dublin, through many independent retailers and from our own website – www.magee1866.com.

We wish to recruit an experienced Accounts Assistant whose main objective is to produce accurate accounting figures to strict deadlines to assist with the efficient running of the Group.

Key responsibilities include:-

- Monthly reconciliations and month-end preparation including Accounts Payable and Bank Reconciliation
- Daily cashflow management.
- Assist in the preparation of Management Accounts and Year end accounts for the annual audit.

Key requirements:-

- A minimum of 3 years' experience in a similar role in a fast-paced industry.
- Excellent accuracy and attention to detail.
- Excellent working knowledge of Excel and Sage and the ability to learn in-House systems quickly.
- A good team-player, also capable of working on their own initiative.
- Excellent written, verbal and communications skills.

An Accounting Technician qualification would be an advantage but is not essential.

This is a part-time position (25.5 hrs per week), based in Donegal Town. We are offering a competitive salary, free parking, staff discounts, with a Company pension scheme and workwear allowance after a qualifying period.

The closing date for this position is 12th April 2024. Please submit your cv to Ann Harley– aharley@magee1866.com. Please note that we will only be replying to shortlisted candidates.

www.magee1866.com