



Lark Bridal Ltd is an Irish registered company, distributing leading global fashion and bridal brands in over 32 export countries and providing private consultancy, coaching and mentoring to domestic and international SME's across multiple industry sectors.

Position Specification: Bookkeeper and Admin

- Bookkeeping and Accounting Duties
- Credit Control, Invoicing and Collections
- Creation of Monthly Management Accounts
- Supporting Distribution
- Returns or credit issues
- Revenue Filings
- General Administration and Support
- Supporting International Shows

Skillset Required:

- Book Keeping or Accounting Experience/Qualification Essential
- Experienced Sage User Essential
- Experience In Export an Advantage
- English Spoken and Written Fluency Essential, Additional Languages Advantageous
- A Valid Passport and Legal Ability to Work In Ireland Essential

Package:

- Pension Package after 6 months probationary period
- Salary in-line with relevant experience and qualifications

To apply, please send CV and cover letter to hr@larkbridal.com

NOTE:

This is an in-office role

Company Registration Number: 528401

Directors: R. Larkin, J. Larkin

Address: Unit D, Monksland Business Park, Athlone, Co. Roscommon, N37 KF30, Ireland

Email: info@larkbridal.com

Web: www.larkbridal.com