



## **Finance Assistant**

Location: Athlone, Co. Westmeath

Company: Direct Medical

Reporting to: Financial Controller

### **About the Role**

Direct Medical, a leading provider of specialist respiratory care and home-based medical services, is seeking a Part-Qualified Accountant to join its finance team in Athlone. This is an excellent opportunity for an ambitious and motivated individual who is part-way through their professional qualification (ACCA, ACA, or CIMA) and eager to gain broad, hands-on experience in a dynamic and growing business. Working closely with the Financial Controller, you will support the day-to-day finance operations, with key responsibilities across accounts payable, sales ledger, bank reconciliations, payroll preparation, and month-end reporting.

### **Key Responsibilities**

- Accounts Payable
  - Review, authorise, and process purchase invoices in line with company policy.
  - Match invoices to goods received notes (GRNs) within SAP Business One.
  - Reconcile supplier statements and prepare payment run proposals.
  - Ensure invoices are processed and paid within agreed terms.
  - Maintain accurate and organised archiving of all purchase documentation.
- Sales Ledger & Cash Management
  - Posting all cash and debtor receipts and perform daily bank reconciliation
  - Oversee credit control activities in coordination with the sales administration team.
  - Support the resolution of payment disputes and monitor overdue accounts.
  - Prepare and analyse remittance advices from HSE shared service centres.
  - Manage private payer direct debit file processing and follow up on payment defaults in co-operation with sales administration team.
- Bank & Month-End Responsibilities

- Perform full monthly bank reconciliations.
- Prepare accruals and prepayments for monthly management accounts.
- Assist in maintaining the fixed asset register, including additions and disposals.
- Payroll Support
  - Collate and verify timesheet data for homecare technicians (including overtime and on-call payments).
  - Ensure timesheets are approved and uploaded correctly to the payroll system.
  - Support pension deduction and e-submission processes.
- Additional Tasks
  - Maintain a register of company car mileage and related expenses.
  - Support analysis of business performance, comparing actual vs. budgeted activity.
  - Assist with ad hoc financial reporting and continuous process improvement initiatives.

### About You

- Part-qualified accountant (ACCA / ACA / CIMA or equivalent) actively pursuing qualification.
- Minimum 2 years' experience in a finance or accounting role, ideally in an SME or healthcare setting.
- Working knowledge of SAP Business One (or similar ERP system) is an advantage & working knowledge of Microsoft Office
- Strong analytical, organisational, and problem-solving skills.
- Excellent attention to detail and ability to meet deadlines.
- Confident communicator, comfortable collaborating across teams and departments.
- Proactive and self-motivated with a positive attitude and willingness to learn.

### Why Join Direct Medical?

- Opportunity to gain broad accounting experience in a supportive, hands-on environment.
- Exposure to a fast-growing healthcare business and modern financial systems.
- Career progression opportunities, including potential to advance into a qualified accountant role.
- Competitive salary, employee benefits and study support package available.