

Job Description: Accountant (Full-Time, Office Based, Athlone Town Centre)

Position: Qualified Accountant

Salary: On Application

About the Role

The role involves delivering accounting and tax services to clients while supporting the continued development and automation of our Chartered Accountant practice. Incorpro combines accounting expertise with technology and internally developed software to improve how services are delivered. The successful candidate will engage with new technologies and contribute to process improvements as the firm develops its AI and automation strategy. The role also involves regular engagement with clients, so the successful candidate should be comfortable communicating with clients and supporting strong client relationships.

Key Responsibilities

- Act as the primary point of contact for a portfolio of clients, building and maintaining strong relationships while managing client queries and requests with professionalism and efficiency.
 - Prepare and review financial statements in line with Irish accounting standards and regulations.
 - Oversee the preparation of periodic management accounts.
 - Handle the preparation and filing of income tax and corporation tax returns, ensuring compliance with Irish tax and regulatory requirements, including Company Secretarial Services and CRO returns.
 - Engage with clients by phone and email to obtain records, resolve queries, and ensure timely delivery of services.
 - Identify opportunities where clients may benefit from additional accounting, compliance or advisory services and communicate these opportunities internally.
 - Provide tailored business and financial advisory services while collaborating with our software engineers to develop and deploy systems that automate bookkeeping, accounting and tax processes.
 - Contribute to the development and implementation of Incorpro's technology and AI-driven accounting systems to improve efficiency and client experience.
 - Stay updated on Irish accounting and tax regulations and share insights with the team.
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Key Requirements

- Fully qualified accountant (ACA, CPA, ACCA) or strong part-qualified candidate with relevant practice experience.
- Minimum two years' experience in an accountancy firm environment.
- Demonstrated ability to manage a portfolio of clients.

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- Strong technical knowledge of Irish accounting standards, tax laws and regulatory requirements.
 - Proficiency with accounting software and cloud-based systems.
 - Strong communication and interpersonal skills with a client-focused approach.
 - Comfortable engaging with clients by phone and building professional relationships.
 - Interest in technology, automation and the role of AI in modern accounting practices.
 - Ability to work independently, prioritise tasks and meet deadlines.
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What We Offer

- Opportunity to work in a modern, technology-driven accounting firm.
- Exposure to AI, automation and internally developed accounting systems.
- Direct engagement with clients and business owners.
- A collaborative and growing team environment.
- Opportunity to contribute ideas and play a role in the future development of the firm.
- Performance-related incentives linked to client service and business growth.