

RYAN & COMPANY

Accountants, Registered Auditors & Tax Consultants — Carrickmacross, Co. Monaghan

APPRENTICE ACCOUNTING TECHNICIAN (ATI APPRENTICESHIP)

THE FIRM

Ryan & Company is an established practice based in Carrickmacross, Co. Monaghan, providing audit, accounting and tax advisory services. Our client base is built around owner-managed SMEs, small companies, farmers and sole traders. We offer a supportive, hands-on training environment where apprentices gain broad exposure across the practice from day one.

THE ROLE

Reporting to the partners and senior staff, the successful candidate will work within our accounts production team while completing the Accounting Technician Apprenticeship with Accounting Technicians Ireland (ATI). The role combines on-the-job experience across our core service lines with one day per week of academic study at a partner Further Education college. Responsibilities include:

- Preparation of working papers and draft financial statements for sole traders, partnerships and small companies under FRS 102 Section 1A and FRS 105.
- Bookkeeping, bank reconciliations and processing of client records.
- Preparation of VAT (VAT3, RTD), PAYE and RCT returns through ROS.
- Assisting with the preparation of Income Tax (Form 11) and Corporation Tax (CT1) returns.
- Supporting Company Secretarial matters — annual returns (B1) and CRO filings.
- General office administration — client correspondence, document management, scanning and filing.
- Submission of integrated work records and ongoing engagement with both the college mentor and workplace mentor throughout the two-year programme.

CANDIDATE PROFILE

- Existing education or qualification in accounting, finance or business (e.g. Leaving Cert with strong results in Accounting, Business or Maths; PLC/QQI award in Accounting or Business; degree in a related discipline) — or currently working in an Accounts Technician, bookkeeping or finance administration role and seeking a formal qualification.
- Committed to commencing the two-year Accounting Technician Apprenticeship (QQI Level 6 Advanced Certificate in Accounting) with ATI.
- Strong attention to detail, numeracy and written communication.
- Self-motivated, organised and able to work to deadlines.
- Working knowledge of MS Office, particularly Excel.
- Eligible to live and work in Ireland.

TRAINING, PACKAGE & LOCATION

Qualification: Accounting Technician Apprenticeship — QQI Level 6 Advanced Certificate in Accounting, two-year programme delivered by ATI in partnership with a Further Education college

Study support: Tuition fully funded by SOLAS; paid study leave of up to three weeks per year inclusive of exam dates; one day per week at college during term time

Salary: In line with Accounting Technicians Ireland guidance

Location: Office-based in Carrickmacross

Start date: Applications considered on a rolling basis

HOW TO APPLY

Applications, including CV and brief cover letter, should be sent by email to info@cmx.ie. For informal enquiries please contact the office on 042 9661770.