

JOB ROLE

BOOKKEEPER

About the Role

Due to continued growth, we are recruiting for another member to join our dynamic Douglas-based team.

You will play an integral role within our accounting team, actively collaborating with the team to deliver excellent service to our clients and inhouse companies. Flexible in your approach with the ability to work with the team across multiple projects within a client-focused, entrepreneurial environment, you will be a self-starter responsible for managing your work within tight deadlines.

Skills and Knowledge

- Ideally, you are working towards a relevant qualification, or you have relevant bookkeeping experience.
- You will have worked with various multicurrency payment platforms.
- You should have a good working knowledge of excel and word.
- As a forward-thinking company, we employ state-of-the-art software which allows our team to focus on value-added work, thus having experience with Xero accounting will be beneficial but is not essential.
- Since our client relationships are key to our success, you must have excellent client relationship skills and be able to work within tight deadlines to the high expectations set by our clients.

The duties of the role include, but are not limited to the following

- Assisting with client payments and accounting.
- Ensuring accurate monthly client invoicing, including credit notes as applicable.
- Executing monthly and year-end intercompany reconciliation processes.
- Assisting with monthly management accounts as required.
- Ensuring timely and accurate delivery of client services and assignments.
- Other ad-hoc duties as and when required.

What the Company offers

- A competitive market related salary and benefits will be offered to the right candidate based on relevant experience and qualifications.
- Benefits include non-contributory pension, bonuses and private health.
- 22 days holiday allowance.
- Ongoing training and personal development.



More About Riela

Riela is a growing family of companies encompassing Riela Tech, Riela Cyber, Riela Yachts and Riela Corporate. We pride ourselves on the quality of our services delivered to our SME and Ultra High Net Worth clients with integrity and support integrated at all phases.

We are excited to expand our talent by hiring team players with an entrepreneurial spirit who will help drive our success internationally. By combining the power of our technology with the expertise of our people, you can be confident that you are joining a pragmatic team that will work with you to achieve our shared goals of success.

We are on a thrilling journey as we evolve our culture to represent the changing products, services and people that make up the Riela Group. It is a great time to join and play your part in this adventure.

How to Apply

If you are passionate about working with an ambitious and growing team, please apply by sending your cover letter and CV to hr@riela-group.com, stating your salary expectations. Closing date: 14th April.