



Date	March 2019
Position Title	Accounts Assistant
Location	Dublin
Position Description	The position reports to the Senior Accountant in the head offices based in Dublin. The candidate will be responsible for a number of activities including the Accounts Payable function for the group.
Responsibilities	Key responsibilities <ul style="list-style-type: none">• Reviewing, verifying and processing creditor invoices and employee expenses• Monthly and Quarterly Creditors Reconciliations• Maintaining the Purchase Orders system for the group• Weekly reporting on payment spend for cashflow forecast• Completing VAT, VIES and INTRSTAT reporting• Maintaining Fixed Asset Register and posting depreciation journals• Assist in yearly Audit• Other Ad Hoc Duties
Experience Required	<ul style="list-style-type: none">• 1 year's relevant experience• Possess strong administrative skills• Strong knowledge of Microsoft Office particularly Excel and Word• Be self-motivated and highly organised, with the ability to multi-task and prioritise work• Be efficient, with excellent attention to detail• Have a positive, enthusiastic, can-do attitude• Work well as part of a team• Be flexible in their approach to work• Good communication skills, written and verbal

Who are we?

Communication is a fundamental need of the human race. People love to talk, chat and socialise and Openmind is at the forefront of the communication technology that underpins human chat.

Our platform, Traffic Control, is the messaging system of the future connecting people, machines, bots, things, cloud, applications and services to each other for chat, for messaging and for commerce.

In 2003, founders Alex Duncan, Brian Kelly and Billy Shekleton left behind the leading SMSC vendor in the world of that time and created Openmind Networks.



Since, then, Openmind has strongly emerged as the fastest growing vendor in its market, with a single powerful mobile platform that now offers multiple communication services to all market segments within the Telecoms industry.

Each day, Openmind platforms deliver over 1 Billion Messages worldwide.

Customers include mobile network operators, inter-carrier operators and global giants in social media. The platform, known as Traffic Control, incorporates all messaging functions such as SMSC, MMSC, USSD, Anti-Spam and next generation services such as IP SM-GW and RCS.