



Bookkeeper

Job Description

Department: Administration

Reports To: General Manager

Location: Killeen Castle, Dunsany, Co. Meath

Employment Type: Full-Time

Salary: Competitive, DOE.

Position Summary

The Bookkeeper at Killeen Castle estate is responsible for managing the day-to-day financial transactions of the hotel & golf operations, ensuring accurate recording, reconciliation, and reporting. This role supports smooth financial operations by maintaining organised accounting records, processing payments, monitoring revenue, and assisting with month-end closings. The bookkeeper plays a key role in safeguarding the hotel's financial integrity and supporting management with timely financial information.

Key Responsibilities

Daily Accounting Operations

- Record daily financial transactions, including income, expenses, and deposits.
- Post and reconcile daily hotel revenue from PMS, POS, and credit card systems.
- Verify accuracy of front desk and night audit reports.
- Maintain accounts payable (AP) ledger.
- General Revenue centre cash management
- Process creditor invoices, ensuring proper documentation and approvals.

Banking & Reconciliation

- Prepare daily bank deposits and maintain accurate cash records.
- Reconcile bank statements, credit card statements, and cash drawers.
- Resolve discrepancies with front office, vendors, or department managers.

Payroll & Employee Records

- Assist with payroll preparation and data extract to a 3rd party payroll services provider.
- Maintain accurate employee hours, benefits, and payroll adjustments via Alkimii Time management system.



Financial Reporting

- Assist in preparing monthly financial statements and reports.
- Support month-end and year-end closing procedures.
- Maintain organised and up-to-date financial files for auditing.

Compliance & Audit

- Maintain compliance with hotel policies, local regulations, and accounting standards.
- Assist with internal and external audits as required.
- Safeguard confidential financial information.

Communication & Coordination

- Coordinate with department heads to collect receipts, invoices, and financial data.
- Communicate with vendors regarding payments or billing issues.
- Support management with ad-hoc financial tasks and analysis.

Qualifications

- Diploma or equivalent accounting certification required
- Proven bookkeeping or accounting experience (hospitality experience preferred)
- Strong knowledge of accounting principles and reconciliation processes.
- Proficiency with accounting software and hotel systems (PMS/POS).
- Strong attention to detail, accuracy, and organisational skills.
- Excellent communication and problem-solving abilities.
- Ability to always maintain confidentiality.

Working Conditions

- Office-based role within the hotel environment.

Competencies

- Integrity & Confidentiality
- Time Management
- Financial Accuracy
- Dependability
- Interdepartmental Collaboration

To apply: Please send your CV and a short cover email outlining your suitability for the role to hr@killeencastle.com. Applications will be reviewed on an ongoing basis until the position is filled.