



Job Title:

Company Accountant

Location:

Andras House, 60 Great Victoria Street, Belfast, BT2 7BB

Responsible to:

Group Financial Director

Rate of Pay:

Commensurate with Experience

Main Purpose of Job:

To ensure sound financial control throughout the Group and to provide accurate and relevant financial information and advice to the board of directors

Criteria

- Fully Qualified Accountant (ACA / ACCA or equiv)
- At least 3 years' experience in the preparation of financial reports, management accounts and year-end accounts for audit
- Highly Analytical with Excellent MS Excel skills
- Skilled communicator, able to relay information effectively
- Experience of Sage Line 50 and Sage Payroll
- Liaising with HMRC, auditors and other key stakeholders

The successful applicant will be responsible for:

- Providing financial information to support commercial managers
- Production of annual budgets and cash flow forecasts
- Production of monthly and year end profit and loss and balance sheet reports
- Review of all ledger accounts to reconciliation to include bank statements, assets, liabilities and credit cards
- Implementation of monitoring controls to ensure full system and procedural compliance
- Direct and supervise performance of accounting, auditing and cashiering staff including maintenance of payroll records
- Completion and filing of statutory accounts with tax calculation

Note: The above is not intended to be an exhaustive list and you will be expected to comply with any reasonable requests or duties directed by Management