



Job Title:

Payroll and Accounts Assistant

Location:

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

Responsible to:

Company Accountant

Rate of Pay:

Negotiable

Hours of Work:

40 hours per week

Main Purpose of Job:

To carry out the weekly and monthly payroll processes in full and to assist in other accounting tasks

Experience / Qualifications:

Essential

- 5 GCSEs including English and Maths at grade C or above or equivalent qualification
- A minimum of 1 years' experience working with the Sage 50 Payroll Package
- Proven accounting administrator experience
- Highly accurate and self-driven with good organisational skills

Desirable

- Hospitality experience
- Experience working with the Sage 50 Accounting Package

Main Duties:

Payroll Duties

- Input and process all aspects of monthly and weekly payroll including, but not limited to, joiners, leavers, changes to statutory terms and conditions etc
- Ensuring sickness, holidays, overtime, pensions and other payroll amendments are calculated and processed accurately
- Liaise with the HR Administration team regarding individual employee payroll queries and payments
- Monthly reconciliation of payroll control accounts

Accounts Duties

- Processing supplier invoices reconciling any discrepancies
- Liaising with suppliers regarding any invoice queries
- Reconciling supplier statements
- Reviewing sales ledger/aged debtor list for overdue accounts
- Following up on outstanding debtors
- Answering and resolving customer queries regarding disputed invoices

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