

# Accounts Assistant – 40 Hours

(Option of working from home 1 / 2 days per week)

Location:

Andras House  
60 Great Victoria Street  
Belfast, BT2 7BB

Department:

Accounts

Reports to:

Accounts Supervisor

## About us

Andras Hotels is Northern Ireland's largest hotel group, and we are proud to have been at the forefront of hospitality for the past 30 years. We subscribe to the Hospitality Employers Charter, which means we are committed to provide training, development and support to all of our team members. We offer a range of staff benefits and opportunities to grow your career in our fast-growing company.

## What is the job?

We are looking for an Account Assistant to join our team supporting a rapidly expanding hospitality and commercial property portfolio. The role will be based in our Belfast Office. The successful candidate will provide accounts support to the team and will benefit from ongoing support and development – both through internal and external training.

## What we offer

- Discounted hotel rates at 6000 hotels worldwide
- Recruit a Friend scheme
- Employee of the Month Award
- Health Care Cash Plan
- Increased annual leave with service
- Discounted rate at BodyScape Health Club, based at Crowne Plaza
- Andras Academy – Training & Development Programmes & progression opportunities within the Andras Hotels Group.

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## Your day to day

- Assist with the monthly close and reconciliation process
- Updating and maintaining fixed asset register
- Processing supplier payments
- Cash flow reporting
- Preparing financial documentation as required
- Processing petty cash claims
- Assist with the monthly and annual reporting process
- Liaising with auditors as required
- Assisting with credit control
- Stock control
- Supporting the business according to its needs

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## What we need from you

We are looking for a creative team player with the ability to work well with fellow colleagues and who meets the following criteria:

### Essential:

- Minimum of 5 GCSEs at Grade C or above
- Excellent communication skills both written and verbal
- Computer literate with experience in Microsoft Office, including Excel, Word and Outlook
- Ability to assess, analyse and interpret information
- Strong organisational and time management skills
- Relevant experience working in a finance/accounting role

### Desirable:

- Sage 50-line experience
- Part qualified / accounts technician (or desire to undertake qualifications)

## How do I deliver this?

**We genuinely care about people, and we show this through living the Andras Hotels behaviours.**

- Teamwork – work cooperatively and effectively with others
- Positive and “Can Do” attitude – positive, friendly manner with customers and colleagues
- Commitment – “I do what I say”, commitment to do the best in everything I do
- Diversity & Respect – welcome, include and demonstrate respect for all individuals from all groups
- Integrity – honest, respectful, and accountable.

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*The statements in this job description are intended to represent the key duties and level of work being performed. They are not intended to be ALL responsibilities or qualifications of the job.*

**To apply, please submit your CV by email to [hassistant@andrashouse.co.uk](mailto:hassistant@andrashouse.co.uk)**

