



Job Title:
Accounts Assistant

Responsible to:
Group Financial Controller

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

Rate of Pay:
Negotiable

Hours of Work:
40 hours per week

Qualifications/Experience
Essential

- 5 GCSE's including English and Maths at grade C or above or equivalent qualification
- Experience in an Accounts Assistant role – Payroll, Payables and Receivables
- Excellent IT skills
- Proven experience of dealing with a high volume of work

Desirable

- Hospitality experience
- Experience of Sage Payroll

Purpose of Job:
To assist in the management and control of the company's accounts function.

Main Duties:

Accounts Payable

- Processing supplier invoices reconciling any discrepancies.
- Liaising with suppliers regarding any invoice queries
- Reconciling supplier statements
- Reconciliation of monthly bank statements

Accounts Receivable

- Generating sales invoices
- Reviewing sales ledger/aged debtor list for overdue accounts
- Following up on outstanding debtors; obtaining payments whilst maintaining customer goodwill
- Answering and resolving customer queries regarding disputed invoices

Payroll

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

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**