

JOB DESCRIPTION	
JOB TITLE:	Financial Accountant
DEPARTMENT / SECTION:	Accounts (MAC)
REPORTING TO:	Finance Director

PURPOSE OF THE JOB:

To assist the Finance Director in the running of the Accounts Department. Work includes preparation of monthly management accounts, as well as ensuring transactional processing of the department are kept up-to-date.

MAIN DUTIES AND RESPONSIBILITIES:

Management Accounts

Preparation of monthly management accounts. Work include:

- Month-end closure routine
- General ledger review and journal adjustments
- Accruals and prepayments
- Fixed assets schedules maintenance and depreciation journals
- Preparation of monthly analyses

VAT Returns and Government Surveys

Preparation, reconciliation, and submission of VAT Returns (UK and Irish VAT) and all government surveys.

Annual Statutory Accounts

Assist the preparation of the year-end audit file. Work include:

- Statutory accounts preparation
- Preparation of all supporting working papers and schedules for year-end audit purposes
- Analysis and schedules for Corporation Tax purposes

Transactional duties

Work closely with the Accounts Assistant to ensure that transactional work flow are completed and kept up-to-date:

- Timely processing of purchase invoices
- Collaboration with Purchasing Department to resolve any issues with Purchase Orders
- Ensure sign off and authorisation are in accordance with the Company's procedures
- Follow up supplier queries
- Perform mid-month and month-end payment run
- Perform supplier statement reconciliation
- Ensure the Purchase Ledgers are maintained in a tidy manner

MAIN DUTIES AND RESPONSIBILITIES:

Other

- To provide adhoc analysis as and when required including Job Performance reporting and review
- To provide cover and holiday/sick cover for colleagues
- Any other adhoc duties as required

EMPLOYEE SPECIFICATION

Please state which skills, qualifications, etc are essential for this position and which are desirable

1. Academic/Technical Qualifications:

<u>Essential</u>	<u>Desirable</u>
<ul style="list-style-type: none">Part qualified ACCA (or equivalent)	

2. Specialist/Technical Knowledge, Skills or Aptitude:

<u>Essential</u>	<u>Desirable</u>
<ul style="list-style-type: none">Good basic accounting knowledge	<ul style="list-style-type: none">Management and statutory accounts knowledge

3. Experience (type, level, extent, etc):

<u>Essential</u>	<u>Desirable</u>
<ul style="list-style-type: none">At least two years accounting experienceProficient in MS ExcelHands-on	<ul style="list-style-type: none">Experience working with multi-currenciesExperience of MS NavisionAnalytical skills/experience

4. Personal Qualities

<u>Essential</u>	<u>Desirable</u>
<ul style="list-style-type: none">Ability to integrate and thrive within current small Accounts teamAccurate and has an eye for detailAbility to work under pressureSelf-motivated with ability to prioritiseFlexible	<ul style="list-style-type: none">Good time managementSense of humour

COMPLETION DETAILS

COMPLETED BY: (Signature)	
(Print Name)	Tien Mac
DATE OF COMPLETION:	21 March 2024