



### Description

An exciting NEW opportunity to join an award winning team as a Trainee Accountant on a full time, permanent basis in a manufacturing plant in Antrim.

Reporting to: Finance Controller / Finance Manager

Location : Finance / HR Office

### Main Responsibilities of the Job

- 1.Assisting in the implementation of Finance policies and procedures.
- 2.Assisting in the management of the daily activities of the Finance Office.
- 3.Assisting in the managing of all aspects of the Sales & Purchase ledgers including calculating customer rebate schemes.
- 4.Assisting in the management of credit control and the Trade Credit insurance and related matters.
- 5.Assisting in the management of bank reconciliations.
- 6.Assisting in the cost of valuating the WIP and FG stock.
- 7.Assisting in the preparation and online submission of online EC Sales List Reports and Intra-Stat Reports.
- 8.Assisting in the subsequent grant claims from government bodies.
- 9.Maintaining the company R&D database.
- 10.Assisting with the costing of the company cost of quality system.
- 11.People management duties.
- 12.Carry out other duties as required.

### Personnel Specification

Education: Minimum of HND or Degree in Accounting.

Experience: Experience within an office environment is preferable but not essential. Experience with a computerised accounts system is desirable. Working knowledge of Excel and Microsoft packages is essential.

Special Skills: Strong interpersonal skills and an ability to relate to and understand all areas of the business. Aptitude for figures.

Personal Qualities: Must have a professional manner and have an emphasis on attention to detail.



Circumstances: Must be flexible and be able to work early morning, late evenings or weekends as required. Flexibility to travel outside of NI may be required occasionally. Availability to start immediately is strongly preferred.

Career Development: The successful applicant must currently be working towards or dedicated to achieving CIMA or ACCA.

#### Package

Hours of Work: 42.5 hours per week inclusive of breaks. Monday - Friday 8.30am - 5pm.

Salary & Benefits: To be discussed at interview.

#### How to Apply

Please submit an up to date CV by Friday 13th February 2016 at 5pm to Roisin Moran, HR Officer.

We are an equal opportunities employer