**Trainee Accounts Assistant**

The Royal Ulster Agricultural Society is recruiting a trainee accounts assistant. The Society is keen to recruit someone they can train and develop and as such, this represents an exciting opportunity to join a thriving organisation and take your first step into an accounting career.

This role requires an immediate start if possible, so applications are particularly welcome from applicants able to commence work before September 2021.

If you are a recent school leaver or graduate keen to gain experience in an accounts team, then this is an ideal opportunity.

Reporting to the Finance & Commercial Director, the role will involve:

* Responsibility for updating the sales ledger
* Management of the purchase ledger
* Reconciliation of bank statements and credit card statements
* Assist the finance team with the following functions:
	+ Budget preparation and variance reporting
	+ Management accounts and reports
	+ Preparation of statutory accounts
* Maintenance of the membership database and assisting with the provision of membership services
* Provide administrative support for the finance team
* Other duties of similar standard and scope

**Personnel Specification**

* Personable & self-motivated
* Flexible attitude to work
* Comfortable working in a deadline-driven environment
* Good communication skills
* Ability to work to tight deadlines while maintaining a high level of accuracy in a high-volume processing environment
* Evidence of working effectively within a team
* Ability to maintain confidentiality at all times

**Essential Criteria**

* Five or more G.C.S.E.’s including G.C.S.E. Mathematics at grade B and English at grade C
* Good working knowledge of Microsoft Office, including Excel skills

**Desirable Criteria**

* Experience of working as part of a multi-functional team
* One or more years’ experience of working within a finance function
* Experience in using Sage 50 Accounts
* Five or more G.C.S.E.’s including G.C.S.E. Mathematics at grade A and English at grade B or above
* Accounting, Business Studies, Economics or ICT qualification

**The Rewards:**

* Competitive salary
* Training package
* Immediate start available
* Great opportunity to join a thriving organisation responsible for delivering the Balmoral Show and hosting large scale events at the Eikon Exhibition Centre.