

JOB DESCRIPTION

Assistant Accountant Temporary Maternity Cover

Responsible to:

Executive Director

Location:

Royal Ulster Agricultural Society, Eikon Exhibition Centre Lisburn BT27 5RD

Main purpose of job:

To ensure sound financial control throughout the Organisation and to provide accurate and relevant financial information.

Qualifications/Experience

Essential

Professional qualification in accounting, e.g. IATI, AAT.
Experience of handling day to day management of accounts
Report generation
Excellent IT skills Strong MsExcel (pivot tables and VLookups)
Strong experience of Sage 50 Accounts and Sage Payroll
Flexibility re working hours

Desirable

Experience of working in a busy commercial environment
Knowledge of IT hardware systems

Personal Qualities

Honest and friendly disposition
Good communication skills and self-motivated
Team player
Ability to work under pressure
Administration skills
Organisational skills
Able to demonstrate initiative

Main Duties :

1. Production of annual budgets.
2. Assist with production of statutory accounts for the Society and subsidiary companies.
3. Preparation of monthly management reports.
4. Variance analysis, investigation and reporting.
5. Produce activity-based costing reports for each event.
6. Assist with purchase ledger management.
7. Process supplier and bank payments using Sage 50 Accounts.
8. Implementation of financial systems and budgetary control.
9. Implementation of monitoring controls to ensure full system and procedural compliance.
10. Administer the payroll function including HMRC liabilities and returns

11. To keep under review any new developments within the area of finance and make recommendations for improvements.
12. To provide assistance as required with the delivery of the Balmoral Show, Beef & Lamb, and Winter Fair events, including setup and operation of temporary facilities and systems
13. Assist with developing the sustainability of the Society.
14. To undertake duties in such a way as to enhance and protect the reputation and public profile of the Society.

Note:

The above is not intended to be an exhaustive list and you will be expected to comply with any reasonable request or duties directed by management.