



## ACCOUNTING TECHNICIAN

**Location:** Newry Head Office  
**Accountable To:** Director for Finance  
**Terms:** Fulltime / Permanent

Due to continued growth we wish to recruit a professional individual to join our Accounts Department to enable continued expansion into existing and new markets. This is an excellent opportunity for the right person to develop their career into a key role for a progressive Engineering Company.

### KEY RESPONSIBILITIES

- Direct report to the Commercial Director
- Preparation of monthly management accounts pack to review stage
- Oversee the operation of sales and purchase ledger including period end close and reconciliations  
To include – overseeing the processing of customer & supplier invoices, aged debtor/creditor reporting and managing the collection of customer receipts and generation of a supplier payment list
- Review of bank reconciliations and agreement of month end balances to nominal ledger in accounting system
- Nominal Ledger Journal preparation and posting to accounting system
- Review of VAT returns before online submission
- Preparation of Audit File to include all Balance sheet reconciliations
- Preparation of financial reports at the request of Commercial Director or other Departmental Managers
- Assist in preparation of the annual budget

### ESSENTIAL CRITERIA

- Experience in a similar role
- Excellent IT skills and a good knowledge computerised accounting systems to include transaction processing and reporting
- Ability to work on own initiative and in a team environment
- Excellent time management skills
- Ability to deal with customer queries in a timely manner
- Accounting Technician Qualification with 2/3 years post qualification experience / part qualified accountant from a recognised body (ACA, CIMA, ACCA, etc)
- Must be capable of presenting information both orally and in writing, in a clear and concise manner