

Bookkeeper

JOB REF: 0514

Our Client

We are delighted to be recruiting for a Book-keeper on behalf of a medium sized distribution company based in Coleraine/Maghera area. A busy, fast paced work environment should be expected.

Job Purpose

To assist the Finance Manager as required in the effective and efficient operation of the Accounts department.

Responsibilities:

- Responsible for all payroll processing including employee expense reimbursements
- Bank reconciliations
- VAT returns & EC Sales/stats for UK and ROI activities
- Credit control assistance
- Posting journals for payroll, expenses, month end accruals/prepayments and depreciation
- Month End reconciliations – must understand double entry, Trial Balance, P&L and Balance Sheet.
- Reporting to Group Financial Controller

Person Specification

- Experienced with accounting software such as Sage Line 50
- Ability to self-review work and work autonomously to a large extent
- Intermediate excel skills
- Proficient in all MS Office
- Minimum 3 years of Accounting / Book-keeping experience required.
- Accounting Technician qualified /Part Qualified CIMA / ACCA an advantage

Contact Donna McGurk for a confidential chat or submit your CV via the link.

In return, this role will offer interesting and challenging business projects that will allow the successful candidate to continue to develop professionally.

The Company reserves the right to vary criteria at the shortlisting stage.

Spectrum Employment Solutions is an equal opportunities employer and welcomes applicants from all backgrounds.

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