

ASSISTANT ACCOUNTANT

JOB REF: 0586

Our client is one of Northern Ireland's leading manufacturing and engineering businesses. They are expanding and as a result are recruiting for an Assistant Accountant to join the finance team at their Dungannon site. This is an excellent opportunity for a Part Qualified Accountant to join a global business organization and gain exposure to international financial operations.

Job Purpose

This position calls for strong accounting ability, sound judgement, good communication skills and a drive for standardisation and consistency. Partnering with the business units and functional leaders is crucial. The Assistant Accountant will be responsible for general accounting and internal control, including journal entry preparation, month-end closing activities, account reconciliations and financial reporting.

Responsibilities:

- Review and preparation of 7 P&Ls, explaining variances to AOP within the month end close deadlines. Monthly payroll accruals and reconciliations.
- Freight Margin Analysis.
- Meeting departmental managers to review spend against AOP and latest forecast on a monthly basis.
- Reporting on weekly KPI info to the Financial Controller. Monthly sales reports.
- Forecasting and budgeting preparation and analysis.
- Compliance with SOX, standardised procedures and internal controls, including Monthly/Quarterly /Semi-annual/Annual self-testing.
- Preparation of site and brand management presentations.
- Global recharge preparation and analysis.
- Review of Construction in Progress (CIP) for any assets that require capitalization.
- Responsible for initiating quarterly fixed asset cycle counts with key departments.
- Review of Goods/Services received not invoiced for any potential adjustments proposed by GBS.
- Updating and maintaining month end control file.
- Coding of Intercompany invoices and other miscellaneous invoices through Bazware.
- Customer service, providing timely responses to internal and external inquiries.
- Assist in procedure development and recommend/implement process improvements

Person Specification

- A third level education, ideally in an Accounts capacity CIMA/ACCA/ACA.
- Experience in preparing and reporting accounts preferably in a manufacturing environment.
- Strong accounts knowledge and proficient in Excel Spreadsheets and MS Word.
- Auditing / Internal Control experience.
- Experience working with Oracle.
- Unquestionable ethics and integrity with high degree of transparency and trust.
- Sound ability to apply general accounting processes (e.g. journal entries, reconciliations).
- Strong problem-solving abilities.
- Clear and effective written and oral communication skills and ability to work as part of a high-performing team.
- Highly organised.
- Ability to meet strict deadlines.
- Excellent customer service skills and attitude.
- Understanding of an organisation's internal controls.
- Flexibility to consider new ideas and ways of accomplishing tasks.
- Functional knowledge of general accounting processes and UK GAAP & US GAAP preferred but not essential.

Benefits

The successful candidate will receive an attractive salary plus extensive benefits package, including pension, life assurance, healthcare and much more. Plus they will have the opportunity for study support for their financial exams and will receive exposure to financial operations in a truly global business organisation.

Contact Donna McGurk on 028 8676 0044 for a confidential chat or submit your CV via the link.

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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