



Job Specification – Accounts Administrator

JOB TITLE:

Accounts Administrator

PURPOSE OF THE JOB:

To effectively provide accounts administrative support at the Knockloughrim site.

REPORTING TO:

Accountants

WORKING HOURS:

8.30am to 5pm daily (Monday to Friday)

PROBATION:

3 months

CLOSING DATE:

Tuesday 20th August 2019

LOCATION:

Based at Head Office - 3 Drumard Road, Magherafelt, BT45 8QA

DUTIES & RESPONSIBILITIES:

- Purchase Ledger duties including checking and matching purchase orders, delivery dockets and invoices, obtaining bank details from suppliers, reconciling supplier statements and dealing with any purchase ledger queries from suppliers and staff.
- Support the Accountant in the maintenance of computerised accounting systems
- To produce various reports for Management
- Update and maintain approved suppliers and subcontractor records
- To provide cover for other Accounts Administrator roles in the event of holiday & absence
- To provide administrative support to on-site management on a daily basis
- Ensure compliance with the Company's policies including Health & Safety
- Observe and comply with all good working practices within the office



Person Specification – Accounts Administrator

QUALIFICATIONS, KNOWLEDGE, EXPERIENCE, SKILLS, ATTRIBUTES

Essential:

- Educated to GCSE level or above (including English & Maths – Grade C)
- Excellent experience of all Microsoft Office applications, especially Excel
- Effective telephone manner with excellent communication skills
- Ability to work confidentially and demonstrate professional integrity
- Excellent organisational skills, with the ability to prioritise work
- Ability to manage a number of tasks concurrently
- Ability to work flexibly, on own initiative and as part of a team
- Be proficient in data entry and management demonstrating an ability to work to a high level of accuracy
- A willingness to undertake training as required

Desirable:

- Experience of using SAGE accounts package
- Experience of working in a busy office
- Knowledge and experience of Purchase Ledger

Method of Application:

To apply for this position, please complete the company application and monitoring form and send together with a copy of your CV to:

HR Manager
FP McCann Ltd
Knockloughrim Quarry
3 Drumard Road
Magherafelt
BT45 8QA

Or

Email to: Careers@fpmccann.co.uk

This job description is not prescriptive and is an outline of the main duties and responsibilities only. The postholder may be expected to undertake other duties as appropriate to the post as may be assigned by his/her supervisor.