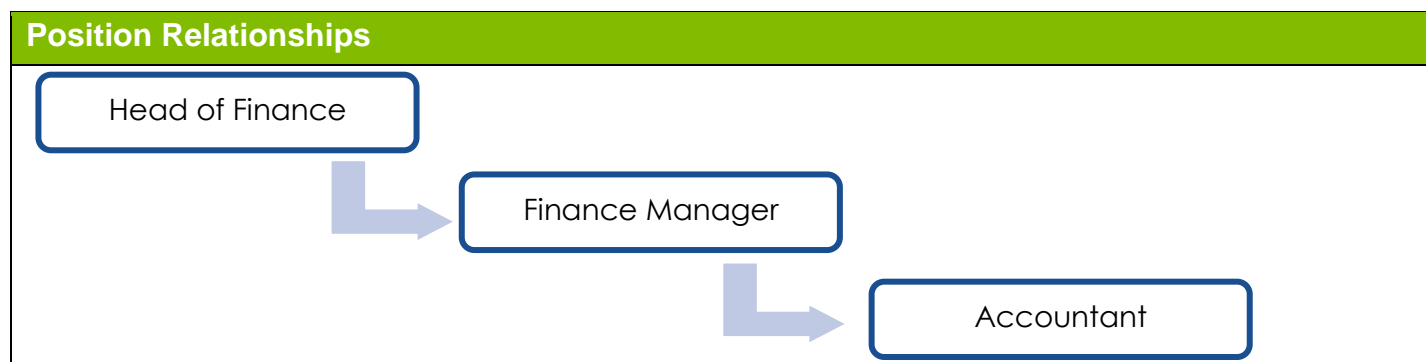


## Job Description

Position Description	
<b>Job Title</b>	Accountant
<b>Department</b>	Accounts
<b>Reporting to:</b>	Finance Manager
<b>Location</b>	Head Office, Banbridge
<b>Hours</b>	38 Hours per week, Mon – Thurs 8am – 5pm; Fri 8am – 3pm
<b>Scope of Role</b>	This is a key role in the provision of management and financial information for Kane. You will work closely with the finance manager and other members of the finance team in the delivery of a varied portfolio of work. In-house training will be given.



Key Responsibilities
<ul style="list-style-type: none"> <li>• Monthly management accounts preparation including full reconciliation of all Balance Sheet accounts</li> <li>• Monitoring and reporting on job performance</li> <li>• Responsible for daily bank administration including bank reconciliations for company bank accounts and cash flow forecasting</li> <li>• Administration of VAT / CIS including returns</li> <li>• Financial Accounting activity including journal entries, Profit and Loss Account reconciliations and financial analysis</li> <li>• Preparation of monthly sales reports and customer profitability analysis</li> <li>• Responsible for the weekly / monthly payment process</li> <li>• Development and recommend / implement process improvements</li> <li>• Preparation of government statistical returns</li> <li>• Budget administration</li> <li>• Development of company templates using advanced MS Excel formulae</li> </ul>

- Any other duties required to fulfil the requirements of the position

## Person Specification

	Essential	Desirable
<b>Qualification</b>	To be a fully qualified accountant (ACA, CIMA or equivalent) but part qualified may also be considered with extensive experience	
<b>Experience &amp; Knowledge</b>	Relevant experience for a minimum of 2 years in the recent past	Experience in working in Construction Sector
	Strong IT skills particularly with MS office	
<b>Abilities &amp; Skills</b>	Excellent organisational skills and the ability to prioritise own workload. Developed problem solving skills, including the ability to manage conflicting work demands	Experience in using Exchequer
	Capacity to work independently with limited supervision	
	Excellent team player with the ability to lead and develop those within the team	
	Be able to undertake a continuous review of procedures to achieve and maintain best practice	
	Possess excellent interpersonal and communication skills including the ability to liaise and advise staff at all levels, both in written and verbal	
	Excellent problem solver with the ability to deliver high quality and practical solutions	



	To be flexible and work as part of a team	
	Able to work under pressure and meet short deadlines	
	Must be very 'hands on' with a 'Can do' attitude	