



Position: Part Qualified / Qualified Accountant

Responsible to: Senior Accountant

Job Reference: QA 04/19

Main purpose of job:

The accountant is responsible for the accurate and timely production of monthly management accounts for a subsidiary company of Tullymore House Group and other financial tasks across the Group.

Main Duties and Responsibilities:

- Provides support to the Senior Accountant and escalates problems within the reporting function.
- The production of accurate and timely monthly management accounts within a 10-day closing period: -
 - The accurate recording and analysis of revenue and expenses and variance analysis.
 - Completion of all month end stock journals ensuring all costs are kept up to date.
 - Nominal ledger postings with appropriate back up.
 - Quarterly accrual meetings with department managers.
- Preparation of annual budget.
- Coordination and preparation of year end audit file.
- Responsibility for all balance sheet reconciliations.
- Carrying out weekly change safe and till float audits;
 - Timely resolution of discrepancies with relevant managers.
- Daily responsibility for Accounts Receivable across the Tullymore House Group.
- Ad hoc administrative responsibilities as required.
- To ensure ongoing self-development of knowledge and skills required for the role.

Essential Criteria:

- Accounting degree or equivalent.
- 6 months experience producing management accounts.
- Proficient in use of Microsoft Excel.
- Accuracy and attention to detail, ability to work to deadlines, problem analysis and problem solving, supervisory skills and ability to plan and organise effectively.

Desirable Criteria

- Knowledge of Sage X3 or equivalent

We reserve the right to enhance the criteria to aid shortlisting and, in the event, that we receive large numbers of applications only those that are shortlisted will be contacted.

Please be aware that by applying for this post you are consenting to Galgorm Spa & Golf Resort processing the information you have provided for the purposes of Recruitment and Selection for this role. Further details are available in our Job Applicants Privacy Policy available on request from our HR department.

The closing date for all applications will be Friday 26th April 2019 at 12pm.

Galgorm Spa & Golf Resort is an Equal Opportunity Employer

To apply for this position please email your up to date CV to HR@galgorm.com ref: QA 04/19