



## Job Description

<b>Job Title: Financial Accountant</b>	<b>Salary: £25,000 pa plus study support &amp; benefits</b>
<b>Department: Accounts</b>	<b>Reporting to: Financial Controller</b>

Please note, due to ongoing COVID 19 Restrictions Clandeboye Lodge is temporarily closed. We are seeking to recruit new staff members during this period of closure and will be able to offer start dates to the successful candidates once a re-opening date is confirmed.

The first interview stage may be conducted face to face or via Zoom, this can be accessed on your browser or downloaded on your laptop, tablet/phone as an app for free.

### **About the role:**

The Clandeboye Lodge is one of Northern Ireland's top hotels, looking on average after 16,500 hotel residents, 40,000 Coq & Bull brasserie guests and 300+ events per year. You'll work closely with the Financial Controller, brasserie and events production team, and Operations Manager to ensure full compliance with standard operating procedures. The Financial Accountant role offers a 40 hours flexible workweek, with occasional weekend work.

### **Job description:**

Your main duties and responsibilities include, but are not limited to:

- Assisting the Financial Controller in all financial & management services
- Daily reconciliation of revenues, cash and credit cards ensuring accurate transfer of sales from Point of Sale system to Sage
- Management of accounts payable function including invoice processing, and reconciliation with purchase orders and statements
- Preparation of monthly food & beverage cost reports
- Updating food purchase prices and suppliers details on food costing software
- Payroll processing in the absence of the Financial Controller
- HR administration

Occasional duties include, but are not limited to:

- Maintaining and reconciling nominal ledger and control accounts
- Bank reconciliations
- Preparation, review and submission of VAT returns
- Assistance with preparation of annual audit
- To perform any other duties that may be requested by the Financial Controller

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**You must:**

- Be an IATI qualified candidate/exam qualified technician, preferably with industry experience
- Have strong IT skills and excellent working knowledge of Sage 50 Cloud Accounts, Sage 50 Cloud Payroll and Microsoft 365 Excel and Word
- Be motivated to deliver responsive, proactive support to all heads of departments
- Possess high-levels of numerical and analytical skills
- Be empathetic when interacting with colleagues and suppliers

**Your rewards:**

In addition to a competitive salary and study support towards professional exams (Chartered or Certified), we offer flexibility whenever we can, free staff meals on shifts, free uniforms and a contribution to taxi fares if you do not have your own transport.

If you want to treat your friends and family, we'll give you 50% off food, special family and friends rates for overnight stays and reduced green fees at Blackwood Golf.

And to make your money go further, our employee benefits package includes free membership with [www.perkbox.com](http://www.perkbox.com) for loads of discounts and benefits, including on shopping, cinema tickets, travel, eating out and health.

**Support for your life inside and outside work:**

To provide you with peace of mind, every employee benefits from our employee support scheme with [www.hospitalityaction.org.uk](http://www.hospitalityaction.org.uk) to give you, and your immediate family members, free access to legal advice, financial support and counselling. We are proud to be an employer who is positive about supporting people's mental health.

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