



## **Job Description: Accounts Technician**

Location: Belfast

Hours: 3 mornings per week (12 hours total)

Hourly Rate: £17.03/hr (£31,000 pa FTE)

### **Role Overview:**

We are seeking an experienced Accounts Technician to join our charity based in Belfast. This part-time role (12 hours per week) involves managing various financial tasks, including payroll, management accounts, VAT, and overseeing the finances of our trading subsidiary.

### **Key Responsibilities:**

**Payroll Management:** Process and manage the payroll for staff, ensuring accuracy and compliance with relevant regulations.

**Management Accounts:** Prepare monthly management accounts to provide insights into the charities financial health.

**VAT Management:** Handle VAT returns and ensure compliance with current VAT regulations.

**Financial Oversight:** Manage and oversee the finances of the charity's trading subsidiary, ensuring accurate record-keeping and financial reporting.

**General Accounting Duties:** Assist with other accounting tasks as required, ensuring the overall financial health of the organisation.

### **Qualifications and Skills:**

Qualified Accounts Technician with at least 3 years experience.

Experience of QuickBooks desirable or equivalent accounts package.

Strong knowledge of payroll, management accounts, and VAT regulations.

Proficiency in accounting software and MS Office, especially Excel.

Excellent organisational skills and attention to detail.

Ability to work independently and manage time effectively.

Strong communication skills and the ability to work collaboratively within a small team.



### **Application Process:**

Interested candidates should submit their CV and a cover letter outlining their relevant experience and suitability for the role to Danielle McMullan [Danielle.mcmullan@angeleyesni.org](mailto:Danielle.mcmullan@angeleyesni.org) Closing Date: 4<sup>th</sup> September 2024 at 5pm.

We look forward to welcoming a dedicated Accounts Technician to our team who will contribute to the financial stability and success of our charity.

Note: This job description is intended to provide a general overview of the role and is not exhaustive. Duties may change as required by the needs of the organisation.