



Part Time Accounts Administrator – Banbridge

We wish to recruit a Part Time Accounts Administrator to join our branch in Banbridge. This is a fast-paced environment and the position will include a proactive approach to accounts duties, supporting colleagues and ensuring that accurate records are maintained. This is an excellent opportunity for the right candidate to develop their skills and experience and play an integral role within the branch.

Hours: Monday – Friday 9.00am – 3.00pm

The Role:

- Reconciliation of daily cash transactions, resolving issues with the sales team.
- Receipt and allocate customer account payments.
- Manage day to day transactions, tracing and correcting errors back to their source
- Provide administrative support to the branch credit controller.
- Checking goods inwards documentation and resolving any queries with the branch stock controller before posting to system.
- Resolving supplier invoice queries as notified by the Central Department
- Reconciliation of direct to site supplier deliveries.
- Review local creditor invoices, ensuring correct nominal coding.
- Approval of local creditor payments.
- Monthly petty cash reconciliation.
- Monthly credit card reconciliation.
- Monthly bank reconciliation.
- Responsibility for month end procedures.
- Preparation and participation in quarterly stocktake.
- Assistance with stocktake variance checking.
- Other ad hoc reporting when required.

Criteria

- Minimum 2 years' experience in an Accounts environment
- Experience of using Microsoft office and including an accounts computerised system would be an advantage.
- Excellent planning and organisation skills
- Experience of meeting deadlines.
- Self-motivated, and able to work independently
- Excellent attention to detail

Benefits:

- Attractive package offered
- Company Pension Scheme
- Opportunity for Excellent Career
- Staff Discount
- Long Service Leave and Recognition

Closing date: Wednesday 13th December 2023

To apply please:

Email CV to: MRice@mbm.ie

Download application form from: www.murdockbuildersmerchants.com

Murdock Builders Merchants is an Equal Opportunities Employer and welcomes applications
from all sections of the Community