

## Accountant (Part Qualified) JOB SPECIFICATION

<b>Position:</b>	Accountant (Part Qualified)
<b>Reporting to:</b>	Financial Controller
<b>Purpose:</b>	To support successful management and implementation of organisational financial activities

### Roles & Responsibilities

- Working with the Financial Controller and colleagues to support the high-quality implementation of the activities of a multi-national organisation
- Responsibilities include:
  - Bank reconciliations
  - Posting journals
  - Trial balance reconciliations
  - Fixed asset register
  - Month end reporting
  - VAT returns
  - Intrastat / Vies returns
  - Payment runs
- Contribute to organisational learning through sharing information and experience with colleagues

### Person Specification

- Part Qualified accountant with a minimum of 1 year's experience
- IT Literate and competent user of Microsoft packages (Outlook, Excel, Word, PowerPoint)
- Excellent communication skills (verbal & written)
- Excellent time management skills and multi-tasking skills
- Ability to work effectively both individually and as part of a team
- Personal attributes: self-motivated, driven, methodical, personable, optimistic, resourceful
- Ability to work to concrete deadlines and meet targets while prioritising competing demands

### Key Competencies Required

- Organisation
- Communication
- Personal Effectiveness
- Collaboration
- Time Management

<b>Closing Date for Applications:</b>	Friday 9 <sup>th</sup> February 2018
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<b>Contact:</b>	hr@meir.mee.com
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