



Loughview Leisure Group LIMITED

JOB DESCRIPTION – ACCOUNTS ASSISTANT – LOUGHVIEW LEISURE GROUP

Loughview Leisure Group Limited own and operate Ten Square Hotel, Belfast Loughshore Hotel, Chimney Corner Hotel & World of Wonder. We have a requirement for an experienced Accounts Assistant to join the team on a permanent full time basis. This is a fantastic opportunity to be part of a growing and innovative organisation based at accounts department at Ten Square Hotel. Reporting to Finance Manager, the Accounts Assistant will be responsible for processing all supplier invoices received

The main duties and responsibilities will include the following:

- Process multi-site purchase invoices and enter invoices on Sage in a timely manner.
- Code and enter invoices onto Sage and distribute.
- Dealing with invoice queries from suppliers.
- Monthly Supplier Statement Reconciliations and reviewing creditor ledger.
- Updating supplier details and entering new suppliers on Sage.
- Assisting with preparation of monthly bank reconciliations & daily cash books.
- Keeping creditor files and records in order.
- Cash handling – Petty Cash & Cash Sales
- General accounts and office duties as and when required.

It would be advantageous to possess or be working towards an Accounts Technician Qualification or similar.

The successful candidate will be required to work some weekend mornings & Bank holidays on a rota basis and may be required to work on other sites occasionally. Knowledge of SAGE and Microsoft Office Excel and Word software are essential. This job description is neither exhaustive nor exclusive and may be reviewed and amended in the future to include any other reasonable duties, projects or tasks as may be requested from time to time and to reflect changing organisational requirements, changing staffing levels, etc.

