



## **Financial Manager I Senior Accountant**

We are immediately seeking a Financial Manager / Senior Accountant to join our Head Office in Bray, Co Wicklow.

**Overall Objectives:** Plan, manage, control, day to day administration of office.

### **Specific Objectives:**

- Streamline duties in effective and efficient manner.
- Adherence to reporting deadlines.
- Develop relationship/rapport with projects staff and other departments.
- Commitment to maximise computerisation.

**Basic Functions:** To prepare accurate and detailed quarterly management accounts and annual financial accounts for audit.

**Responsible To:** Financial Controller

### **Details of Position:**

- Responsible for preparation and submission of PAVE and VAT returns
- Prepare standard journal entries and post any adjustments required to the Nominal Ledger
- Scrutinise the weekly payroll for reasonableness and ensure labour analyses are prepared correctly
- Ensure the work performed by accounts supervisors and clerks is properly computed
- Maintain close liaison with the cost department to ensure accurate accounts and cost reports are prepared
- Ensure accurate cut off for quarterly and annual accounts
- Ensure the fixed asset register is maintained up to date
- Advise on the valuation of stock in the quarterly and annual accounts
- Fill the position of Financial Controller in his absence
- Through his accounts supervisors provide feedback reports to the Operating Divisions on the sites which are not submitting required documentation

- Scrutinise all computer output for reasonableness.
- Ensure all nominal ledger accounts are balanced and accurately analysed.
- Prepare management accounts and balance sheet.
- Reconciliations
  1. Bank
  2. Inter-company
  3. Nominal Ledger Accounts

**Job Costing / C.S.S:**

- Monitor project costs in relation to budgets monthly.
- Check outstanding purchase orders and ensure they are included in the costs.
- Ensure our invoicing agrees with the client's valuations.
- Ensure purchases outside C.C.S. are immediately highlighted.

**Staff Supervision:**

- In consultation with the Financial Controller, allocate work to the accounts supervisors and accounts clerks.
- Deal with all queries raised by the Accounts Supervisors and if necessary, refer the matter to the Financial Controller.
- Ensure that accounts supervisors and clerks comply with company accounting procedures.
- Ensure all data required by the Computer Department is properly prepared and submitted in line with the computer department's schedule.

**General:**

- Advise on the staffing requirements in his area.
- Ensure staff are properly instructed in the work they are to perform.
- Liaise with divisions, functions, project sites, etc., as required.
- Keep abreast of developments in accountancy techniques and advise the Financial Controller of their relevance to the Company Accounts System.

**To apply please send your most up to date CV to  
joy.barry@randridge.com stating the job you are applying for in the  
subject line of the email.**