



## JOB DESCRIPTION

<b>Job Title:</b>	<b>Project Accountant (Fixed Term Contract 1 Year)</b>
<b>Reporting to:</b>	Group Executive Director
<b>Status of Post:</b>	Temporary Full Time
<b>Location:</b>	Royal Ulster Agricultural Society, Eikon Exhibition Centre, Lisburn BT26 5RD
<b>Hours of Work</b>	36.5 hours per week on a flexible working pattern between 8.00 am and 6.00 pm.
<b>Salary</b>	Competitive salary based on experience. Benefits package to be discussed.
<b>Holidays</b>	20 days paid leave per calendar year plus 11 statutory and public days.

### **Role**

To ensure sound financial control throughout the Organisation and to provide accurate and relevant financial information.

### **Main duties & responsibilities**

1. Assisting with the production and monitoring of annual budgets and cash flow forecasts.
2. Assisting with the production of statutory accounts for the Society and subsidiary companies.
3. Preparation of management reports for Society and subsidiary companies.
4. Variance analysis, investigation and reporting.
5. Oversee purchase ledger management, including preparing BACS payment runs
6. Produce activity-based costing reports for Society and commercial events.
7. Complete reconciliations to include bank statements, inter-company accounts, and liabilities.
8. Implementation of financial systems and budgetary control.
9. Implementation of monitoring controls to ensure complete system and procedural compliance.

10. Administer the weekly payroll function, including submissions to HMRC
11. Prepare quarterly VAT returns
12. To keep under review any new developments within the area of finance and make recommendations for improvements.
13. As requested, we assist with the delivery of the Balmoral Show, Winter Fair, and Beef & Lamb Championships.
  - a. Set-up and operation of temporary facilities and systems
  - b. Training and supervision of temporary staff
14. To undertake duties in such a way as to enhance and protect the reputation and public profile of the Society.

**Note:**

**The above is not an exhaustive list, and the successful candidate will be expected to comply with any reasonable requests or duties directed by management.**