



Job Description

Job Title: Finance Assistant 4 OR 5 days per week / 25 hrs 9AM-2.30PM	Salary: £17,850 gross pa for 25 hrs pw + benefits
Department: Finance	Reporting to: Financial Controller

About the role:

The Clandeboyne Lodge is one of Northern Ireland's top hotels, on average looking after 16,500 hotel residents, 40,000 Coq & Bull brasserie guests and 300+ events per year.

You'll work closely with the Financial Controller and Heads of Departments to ensure full compliance with financial operating procedures.

Clandeboyne Lodge operates with Sage 50 Cloud, Access Hospitality Procure Wizzard and Time & Attendance, HotSoft and Volante POS software.

The Finance Assistant role offers a 25 hour work week over 4 days.

Job description:

Your main duties and responsibilities include, but are not limited to:

- Supplier invoice processing and statement reconciliation
- Preparation of monthly supplier payments
- Monthly reconciliation of purchase ledger to nominal ledger
- Daily revenue reconciliation from Point of Sale to Sage
- Processing of all shift audits and receipts
- Processing fortnightly payroll
- Preparing bank lodgments
- Ordering change for all outlets
- Control Petty Cash and postings to Sage
- Assist with preparation monthly food & beverage cost and margin variance reports
- HR administration
- Answering telephones and performing other administration functions
- Any other duties that may be requested by the Financial Controller

You must:

- Have at least 3 years' experience in a similar position, preferably with hospitality industry experience
- Have strong IT skills and excellent working knowledge of Sage 50 Cloud Accounts, Sage 50 Cloud Payroll and Microsoft 365 Excel and Word
- Be motivated to deliver responsive, proactive support to all heads of departments
- Possess high levels of numerical and analytical skills
- Be empathetic when interacting with colleagues and suppliers

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Your rewards:

If you want to treat your friends and family, we'll give you 50% off food, special family and friends rates for overnight stays and reduced green fees at Blackwood Golf.

How to apply:

Please **send your CV** to financialcontroller@clandeboyelodge.co.uk

The Clandeboyelodge is an Equal Opportunity Employer. To comply with current NI legislation, all applicants are required to **complete an equality questionnaire**. Please complete the questionnaire online [here](#).