



Accounts Administrator

Description

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The Deluxe Group have been providing bespoke joinery services internationally for over 50 years. The Company's significant growth over recent years has meant investment in a new state of the art manufacturing facility and head office in Portadown.

We continue to provide high end quality fit out & manufacturing services to Luxury Hospitality, Marine Outfitters, Super Prime Residentials, Education, Commercial Offices, and Theme Parks.

The Deluxe Group has a deserved reputation as a quality player in its chosen markets of bespoke joinery, fit-out, theming and marine.

Accounts Administrator

A new opportunity has arisen to join our Accounts Team.

Job Overview:

You will support the department with a range of accounting and administrative related activities including the day to day running of the purchase ledger whilst working closely with the Procurement and Project Teams to resolve variances.

Main Duties:

- Processing & reconciling supplier transactions from input through to verification;
- Preparation of draft supplier payment runs and dealing with payment enquires;
- Verification of sub-contractors time sheets & invoices;
- Administrative tasks such as maintaining our document management system, filing, telephonist duties and attending to visitors as and when required.
- Identify process improvements.

Essential Criteria:

- At least 2 years' experience in an accounts/admin role gained in a busy office environment.
- Practical knowledge of computerised accounts packages

Deluxe Art & Theme Ltd, trading as The Deluxe Group

Company Registration Number: NI42943

VAT Registration Number: 287 0073 53



- Excellent knowledge of computerised systems especially Excel
- Good communication skills and an excellent telephone manner
- Strong & diligent work ethic with excellent attention to detail.
- Strong organisational skills and the ability to multitask.
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Desirable Criteria

- Previous experience of working within a similar industry.
- Experience of Sage Line 50, Eque 2 Contract Management Software, Sage Payroll & CIS.

Applicants will be expected to demonstrate that they meet the above Criteria on their CV.

To apply please send an up to date CV to lynne.english@thedeluxegroup.com

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