



We currently have a vacancy for a:

**Part Qualified Accountant – Temporary Contract – 12 months  
LPQA/07/21**

**JOB ROLE**

- Responsible for the preparation of weekly accounts to ensure group reporting deadlines are achieved.
- Assistance with the preparation of monthly accounts.
- Ensuring the administrative functions of invoicing operate accurately, smoothly and in line with procedures.
- Preparation of bank reconciliations.
- Reconciliation of inter-company balances.
- Ensuring the financial policies and controls are adhered to throughout the site.
- Completion and submission of grant claims, VAT returns and other HMRC returns as required.
- Dealing and assisting with ad hoc projects as and when they arise.
- Dealing with auditors and government agencies as required.
- To assist in other admin functions / site departments in the event of absences in those departments.

**REQUIREMENTS**

- Must be a Part Qualified Accountant
- Industry experience not essential but advantageous
- Excellent Excel skills and Knowledge of Navision
- Excellent numeracy skills
- Flexible approach is required to meet demanding deadlines and work at short notice
- Excellent communication skills both written and oral
- Positive attitude and willingness to develop
- Ability to use own initiative and work effectively as part of a team
- Be prepared to work at other sites as required

***For further information and an application form, please contact :***

Human Resources Department at Linden Foods Ltd  
Granville Industrial Estate, Dungannon, Co. Tyrone, BT70 1NJ  
Telephone: 02887728397 / 02887728225  
Email: [humanresources@lindenfoods.com](mailto:humanresources@lindenfoods.com)

**Closing Date for receipt of application forms is Friday 30<sup>th</sup> July 2021**

***We reserve the right to enhance criteria at shortlisting stage  
LINDEN FOODS IS AN EQUAL OPPORTUNITY EMPLOYER***