

JOB DESCRIPTION

DATE:	April 2025
POSITION:	Senior Financial Accountant
BUSINESS UNIT:	Sciences
LOCATION:	Craigavon
REPORTING TO:	Associate Director - Finance
RESPONSIBLE FOR (PEOPLE):	TBD

OVERALL ROLE OBJECTIVE:

Supervision of Finance staff (AP team and/or Assistant Accountants) with regard to their daily activities. Preparation of monthly management accounts. Preparation of statutory accounts as required by legislation and accounting standards. Further develop company financial systems and internal processes.

JOB SPECIFIC RESPONSIBILITIES:

The post holder will:

1. Manage a team within the Finance department, monitoring their day-to-day activities and providing guidance to resolve any issues arising.
2. Prepare and review monthly management accounts plus associated reports, operating KPI's and finance commentary, analysing variances both from budget and from prior periods.
3. Ensure all month end transactions and journals are completed as needed.
4. Ensure balance sheet accounts are reconciled monthly including accruals, suspense accounts, and analysis information is maintained on all movements in these accounts.
5. Ensure the Fixed Asset Register is kept up to date. Monitor all spend by capex and report monthly on actual versus budget expenditure by capex.
6. Prepare and review cash flow forecasts and ensure company bank accounts are reconciled with all transactions processed in a timely manner.
7. Lead the completion of year-end accounts and any supporting working papers as required for auditors.
8. Review and report on suppliers (AP) and debtors (AR) performance.
9. Respond to requests for information from both financial and non-financial internal customers and produce both regular and ad-hoc reports as required.
10. Perform any other duties reasonably requested.

This role may require coverage beyond normal working hours as and when required. You may also be required to travel on occasions. It is a condition of your employment that you are able to fulfil this requirement of the role.

GENERAL ROLE RESPONSIBILITIES:

Quality	Ensure GMP is adhered to in all areas of work.
Health & Safety	Understand Company's Health & Safety Policy and follow all company HSE procedures. Report all accidents or any unsafe conditions in the work place.
Training and Development	Ensure training has been received before undertaking specific duties and that all training is recorded in training records.
Human Resource Management	Adhere to all HR policies and procedures, to include all absence policies and procedures.
Communication	Communicate within your own department to ensure that all relevant information is forwarded to the appropriate personnel on a regular and timely basis. Provide regular updates to your line manager regarding progress on required duties and the status of any projects.
Equal Opportunities	Observe and adhere to the company's Equal Opportunities and Dignity at Work policies ensuring that a neutral and harmonious work environment is maintained in which bullying and/or harassment does not occur.
Core Competency Framework	Ensure that all job specific responsibilities relating to the overall role objective are carried out in accordance with the requirements outlined within the Almac core competency framework.

By signing this Job Description I accept that I have received and read the Job Description and have accepted the responsibilities identified therein.

EMPLOYEE'S SIGNATURE:

PRINT NAME:

DATE:

This job description should not be regarded as conclusive or definitive. It is a guideline within which the individual jobholder works. It is not intended to be rigid or inflexible and may alter as the Company's strategic direction changes.



PERSON SPECIFICATION

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	ESSENTIAL REQUIREMENT	DESIRABLE REQUIREMENT	ASSESSMENT METHOD
QUALIFICATIONS	Qualified Accountant with a UK recognised body (ACA, ACCA, CIMA, etc.)	Third level qualification	Application Form and Documentary Evidence
EXPERIENCE	Significant experience of PQE preferably gained in a commercial finance setting. Experience supervising the completion of entity financial accounts to include e.g. P&L, bank reconciliations, balance sheet reconciliations, accruals and prepayments, AP/AR reviews, fixed asset accounting. Experience organising the completion of entity year-end accounts packs and working papers for auditors	Understand requirements of IFRS15 revenue recognition accounting Have experience of preparing budgets Have experience of inventory accounting for stocks and WIP	Application Form and Interview
KEY SKILLS	Advanced MS Excel user; able to utilise its data manipulation techniques and reporting tools Proven ability to work on their own initiative. Effective communication skills (both verbal and written) Able to work as part of a team and meet collective deadlines Can demonstrate extensive analytical, problem solving and decision-making skills	Have used Power BI or equivalent	Testing and/or Interview

ALMAC CORE COMPETENCIES

COMPETENCY	BEHAVIOUR	ASSESSMENT METHOD
RESULTS DELIVERY	Delivers results on time, within constraints and in line with company policy and procedure and organisational strategy. Demonstrates a continuous drive for quality and a commitment to excellence.	Interview
PROACTIVE SOLUTIONS	Analyses and uses experience and logical methods to make sound decisions which solve difficult problems. Seeks practical/workable and innovative methods to deliver solutions.	Interview
LEADS BY EXAMPLE	Promotes a clear vision and mission. Acts as a positive role model for the organisation, fostering a climate of teamwork and development.	Interview
COMMUNICATION	Communicates clearly and effectively. Promotes the exchange of ideas and information across the organisation. Fosters dialogue to ensure everyone understands what is going on.	Interview
CUSTOMER FOCUS	Strives to exceed the expectations and requirements of internal and external customer; acts with customers in mind and values the importance of providing high-quality customer service.	Interview
JOB SPECIFIC KNOWLEDGE	Demonstrates required job knowledge and understanding to successfully and competently fulfill or exceed the requirements of their post. Follows correct procedures and guidelines (SOPs). Proactively demonstrates a desire to enhance and develop their job knowledge.	Interview