JOB DESCRIPTION	
DATE:	August 2026
POSITION:	**Assistant Accountant/Trainee Accountant**
BUSINESS UNIT:	Sciences
LOCATION:	Craigavon
REPORTING TO:	Associate Director - Finance
RESPONSIBLE FOR (PEOPLE):	N/A

OVERALL ROLE OBJECTIVE:

The post holder is responsible for assisting in the preparation of the company accounts, processing transactions, maintaining appropriate financial controls and other financial tasks as may be appropriate.

JOB SPECIFIC RESPONSIBILITIES:

The post holder will:

1. Be responsible for the generation of monthly management accounts for a set of key account areas which will include preparing & posting journals. This includes a monthly commentary to assist management review.

2. Manage and process balance sheet journals including accruals, suspense accounts, pay control accounts etc., and maintain analysis information on all movements on these accounts.

3. Keep any assigned Accounts Payable, Accounts Receivable, Bank and General Ledgers up to date by processing transactions and journal vouchers in a timely manner.

4. Assist with the preparation of budgets and forecasts.

5. Maintain Fixed Asset Register records, including additions, depreciation, disposals and monitor spend to approved capex budget.

6. Assist in the preparation and submission of VAT/Intrastat/Sales Tax/Government returns and grant claims as required.

7. Prepare schedules for and provide assistance and information to the auditors.

8. Liaise with internal financial and non-financial customers using appropriate communication methods and produce regular and ad hoc reports.

9. Assist with periodic cash flow and profit forecasting.

10. Perform any other duties reasonably requested by senior Finance staff as and when required. responding to queries from across all the Sciences businesses whilst always maintaining good financial controls.

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	
DATE:	August 2026
POSITION:	**Assistant Accountant**
BUSINESS UNIT:	Sciences
LOCATION:	Craigavon
REPORTING TO:	Associate Director - Finance
RESPONSIBLE FOR (PEOPLE):	N/A

	ESSENTIAL REQUIREMENT	DESIRABLE REQUIREMENT	ASSESSMENT METHOD
QUALIFICATIONS	Qualified Accounting Technician or currently studying towards a higher professional accounting qualification (ACA, ACCA, CIMA, etc.).	Third Level Degree (or equivalent) Accountant with a recognised body (ACA, ACCA, CIMA, etc.)	Application Form and Documentary Evidence
EXPERIENCE	Good understanding of accounting processes, Experience in the preparation of management accounts to include e.g. bank reconciliations, balance sheet reconciliations, accruals and prepayments, AP/AR reviews, fixed asset accounting. Have prepared and submitted VAT returns to HRMC Working knowledge of Accounting Software	Have prepared information for year-end statutory audits. Have completed Government statistical and other statutory returns. Have prepared and submitted Intrastat Returns Familiar with Customs requirements for Import VAT and Deferred Duty Have experience of an ERP System for the review of Financial Data Previous experience in an Assistant Accountant role. Familiar with credit control principles	Application Form and Interview
KEY SKILLS	Good working knowledge of Microsoft Office Applications Proven ability to work on own initiative and meet deadlines within a team environment. Can demonstrate analytical, problem solving and decision-making skills	Advanced MS Excel user; able to utilise its data manipulation techniques and reporting tools Have used Power BI or equivalent	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