

Job Title **Accounts Team Leader**
Reporting To **Financial Controller**
Location **Head Office, Antrim**

Job Summary

Founded in 2004, Marcon Fit Out have grown to become a leading fit out company operating throughout the UK and Ireland.

We have an outstanding reputation for quality of service and have been the contractor of choice for many high-profile projects and clients across hospitality, retail and heritage sectors.

Marcon are looking for an Accounts Team Leader who will be responsible for the day-to-day operation of the accounts function, ensuring accurate and timely processing of financial transactions including; purchase invoices, subcontractor invoices, sales invoices, weekly payroll, weekly and monthly payment runs and statutory returns.

The role will support the Financial Controller in maintaining a high level of accuracy, robust financial controls and efficient accounting processes. The successful candidate will have an accounting technician qualification, strong technical accounting knowledge and experience managing a varied accounts workload, within the construction or commercial fit-out sector.

Responsibilities and Duties

- Match purchase invoices against purchase orders (3-way match), review costings and produce weekly invoice register reports.
- Carry out supplier reconciliations and resolve supplier queries.
- Match subcontractor invoices to subcontracts and ensure CIS and RCT compliance.
- Liaise with Commercial Team and subcontractors to resolve payment queries and discrepancies.
- Assist with weekly subcontractor and monthly multi-currency supplier payment runs across multiple companies.
- Ensure invoices are authorised in accordance with company procedures.
- Monitor requests for new supplier and subcontractor accounts, ensuring full information is provided and verified.
- Provide support for the Contract Sales ledger, issuing invoices according to requests from the Quantity Surveyors.
- Support credit control to ensure prompt payment of invoices.

- Assist with setting up new contracts within the ERP software according to relevant forms from the commercial team.
- Assist with managing and processing weekly payroll, including timesheet checking and calculation, obtaining approval and ensuring all legal obligations are met.
- Issue monthly credit card statements to card holders and ensure accurate coding and VAT recovery.
- Produce and submit VAT returns.
- Support month-end procedures to ensure deadlines are met.
- Analyse overhead costs to ensure correct nominal coding.

In a fast-paced environment this job description is not designed to contain a comprehensive listing of activities, duties or responsibilities. You may be asked to perform other duties as deemed necessary by management to support the team and business needs.

Essential Qualifications & Experience

- ATI/AAT qualification or equivalent accounting technician qualification.
- Minimum of 3 years experience in a senior accounts role.
- Proven experience supervising, mentoring, or overseeing a small accounts team within a hands-on environment.
- Good working understanding of CIS and RCT.
- Proficient in Excel (e.g. advanced formula, XLOOKUP and pivot tables).
- Good technical understating of UK and ROI VAT, particularly in relation to the construction sector.
- Practical experience processing weekly payroll ensuring RTI and auto-enrolment compliance.
- Strong understanding of financial processes and controls.
- Excellent verbal and written communication skills for liaising with internal and external stakeholders.
- High level of attention to detail with the ability to reconcile data accurately.
- Experience of 3-way matching invoices against purchase orders.
- Proactive with an ability to troubleshoot and resolve issues with minimal supervision.
- Ability to maintain confidentiality and handle sensitive financial information.

Desirable Criteria

- Experience with Coins ERP system or equivalent system used in the Construction sector.
- Experience of working in a multi-currency company.
- Experience of dealing with contract sales invoicing.

Salary and Benefits

- Salary Negotiable pending experience
- Competitive Pension scheme
- Enrolment on Private Medical insurance after completing one year of employment.
- Additional days holidays pending length of service, up to a maximum of 5 additional days.
- Team Building and Health and Wellbeing Activities
- Training and development opportunities
- Death in Service Benefit

If you are interested in applying for this position, please send your CV to humanresources@marconfitout.com

Marcon are an Equal Opportunities Employer.