Job Description – Accounts Assistant

NI Trucks Limited is the Iveco Commercial Vehicle Dealership for Northern Ireland. We specialise in New & Used Truck Sales, along with their servicing and parts. Our aftersales also covers all makes of commercial vehicles.

Reporting to the Group Financial Controller, the purpose of the role is to oversee all the debt owed to the company and be responsible for the daily reconciliations and month end procedures. The role will also involve assisting with the administration of the purchase ledger.

Based in a busy accounts department you will be responsible for:

- Proactively managing the debtor's ledger and ensuring debt is collected within agreed credit terms.
- Maintaining strong relationships with customers to ensure smooth running of accounts.
- Ensuring all payments received are allocated in a timely and accurate manner.
- Timely resolution of internal/external queries on outstanding invoices.
- Aged debt reporting on fortnightly basis.
- Bank & petty cash reconciliations.
- Processing of invoices, payments and month end close for Purchase Ledger.
- Performing creditor reconciliations.
- Performing bank reconciliations.
- Performing other balance sheet account reconciliations on a regular basis.
- Other ad hoc duties as required.

Candidates must have the following attributes:

- At least 2 years' experience in a similar role.
- Excellent communication and interpersonal skills.
- Strong numeracy skills and a good attention to detail.
- Strong IT skills, particularly in excel.
- Ability to work in a busy environment and use your own initiative.
- Full, valid driving licence.

Desirable criteria:

- Experience of using 'Kerridge'.
- Experience of 'Sage 50 Accounts and Sage 50 Payroll'.
- Previous experience working for a commercial vehicle dealership.

Please note

a) The above list is not exhaustive and subject to change.

b) NI Trucks reserve the right to review the experience and qualifications required depending on the volume of applicants.

c) If you feel up to the challenge and have the relevant experience and ability we need please email your CV and covering letter to jobs@ni-trucks.co.uk. You must outline on your CV and covering letter how your experience meets the needs outlined above.

d) Closing date Friday 13 February 2026.