Job Description – Accounting Technician

NI Trucks Limited is the Iveco Commercial Vehicle Dealership for Northern Ireland. We specialise in New & Used Truck Sales, together 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 provide financial and administrative support within the accounts department.

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

1. Assisting Management Accountant and Financial Controller with monthly, quarterly and annual reporting requirements.
2. Performing overhead analysis and balance sheet account reconciliations on a regular basis.
3. Undertaking bank, credit card and petty cash reconciliations.
4. Preparation of VAT returns and EC Sales declarations.
5. Other accounts-based duties which may include:
    - Processing invoices, payments and month end close for Purchase Ledger.
    - Ensuring payments received are allocated in a timely and accurate manner.
    - Maintaining strong relationships with customers to ensure smooth running of accounts.
    - Performing creditor reconciliations and timely resolution of internal/external queries on outstanding invoices.

Candidates must have the following attributes:

6. Accounting technician qualifications.
7. At least 2 years' experience in a similar role.
8. Excellent communication and interpersonal skills.
9. Strong numeracy skills and a good attention to detail.
10. Strong IT skills, particularly in MS Excel.
11. Ability to work in a busy environment and to use your own initiative.

Desirable criteria:

12. Experience of using 'Kerridge'.
13. Experience of 'Sage 50 Accounts and Sage 50 Payroll'.
14. Experience of 'MAM software'.
15. Previous experience working for a commercial vehicle dealership.

Please note

- The above list is not exhaustive and subject to change.
- NI Trucks reserve the right to review the experience and qualifications required depending on the volume of applicants.
- 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.
- Closing date Friday 9 October 2026.