

## Role Profile

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**Job Title:** Assistant Accountant (1-year fixed term)  
**Department:** Finance  
**Reports To:** Divisional Financial Controller  
**Ref:** Ref-119 V3 – 22 August 2025

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### Role Overview

Reporting to the Divisional Financial Controller the main objective of the role is to support the preparation of monthly Financial Statements for the UK and Ireland Division. The Assistant Accountant will be flexible and will work within the team to support all areas.

The department is responsible for the UK & Irish compost, growing and packing divisions. We also have sites in Canada. We prepare weekly Management Accounts and Monthly Financial Accounts and invoice customers and manage credit control.

### Main Duties

- Posting of weekly and monthly payroll journals and reconciliation of payroll controls accounts
- Preparation and posting of monthly cost accruals and reconciliation of controls accounts.
- Preparation and submission of VAT returns for UK and Ireland entities (monthly, bi-monthly, quarterly)
- Preparation and submission of statistical data for UK and Ireland (VIES, Intrastat, ONS)
- Assisting in the annual external audit process, supplying detailed schedules and analysis

### Competencies to perform the role:

- Proven work experience as an Accounts Assistant
- Competent in the use of technology with excellent IT skills, Excel and Word are essential.
- Ability to display high levels of numeracy and literacy ability.
- An ability to gather, analyse and present financial information in a user-friendly manner.
- Good communication skills to interact with other departments.
- Organisational skills having the ability to manage conflicting priorities.
- The ability to work to deadlines.
- Be flexible and adaptable as the role develops with time.
- Enthusiastic and flexible team player with high expectations of self and others

### Experience and Qualifications:

- Minimum 2 years accounts experience
- Knowledge of ERP Systems and Microsoft Excel is essential.
- Hold an accounting qualification (Accounts Technician) or be working towards it.

### Other Significant Role Requirements:

- Good Attention to detail
- Ability to manage their own time and prioritise appropriately.
- A desire to develop and learn.

**Performing the role in line with the Monaghan Cultural Values:**

1. We do the right thing: We use this philosophy to drive every aspect of our business, from product, to process to people.
2. Forward Thinking: We think ahead, and we think for the long term.
3. Down to Earth: We understand the importance of communicating our discoveries in a straightforward way
4. Inspiring: We seek out new ways to excite and inspire each other
5. Egalitarian: We have always been grounded in the belief that everyone is equal. That everyone deserves an equal chance to speak, be heard and make an impact.