



Job Advert – Bookkeeper/Management Accountant

ProAxis are a commercial-stage diagnostics company, with rapidly growing sales of its pipeline of *in vitro* diagnostic products which are based on its highly novel ProteaseTag® technology. The company has a very active product pipeline, and is currently in a rapid growth stage so is now seeking to recruit an experienced Bookkeeper/Management Accountant to join our growing team in Belfast.

Summary of Role

We have a new and exciting position for an experienced Bookkeeper/Management Accountant, to handle the day-to-day accounting and finance function across the business. The successful candidate will be adaptable with excellent organisational skills and have a can-do attitude. You will have an analytical and methodical approach and exercise confidentiality. High attention to detail and commitment to consistently meeting deadlines are fundamental for this role.

The ideal candidate will have the following skills & experience:

- Recognised accounting or bookkeeping qualification
- Good knowledge of accounting principles
- Substantial bookkeeping experience with data entry and record keeping
- Month-end and management accounting experience
- Product costing experience
- Practical working knowledge of Standard accounting package e.g: Sage, Quickbooks and Xero
- High proficiency with Excel and Microsoft applications
- Effective communicator with excellent organisational skills
- Small company mindset”, with willingness to seek innovative solutions to challenges and a “Can Do” attitude.
- Strong planning and prioritisation skills.
- Prefer some experience with accounting firm: International, commercial operations
- Advantageous to have some knowledge of healthcare/pharmaceuticals sector
- Must be eligible to work in the UK.

Key Responsibilities

- Bookkeeping and month end processes for the company, including reporting, accruals, prepayments, bank reconciliation and monthly analysis

- Assist with the production of monthly Management accounts and R&D Tax credit submissions
- Preparation of quarterly VAT returns
- Balance and maintain accurate ledgers
- Undertake accounts payable process and payment runs, including posting invoices to the accounting system
- Manage accounts receivable and credit control
- Supporting the management team with any ad hoc tasks.

This will be a full-time permanent role (Monday-Friday inclusive), with a base salary and additional remuneration commensurate with performance.

The position will be based in Belfast, Northern Ireland. The company is not offering relocation support for this role. Requests for part-time and/or partial remote working will be considered.

The deadline for applications is 5pm on Friday October 22nd 2021.

First round interviews for short-listed applicants will take place shortly after this date.

For further information about the company, please visit www.proaxis.com

If you believe that you possess the skills and experience to support the company's drive for future growth then please send your CV with a cover letter email entitled "Bookkeeper/Management Accountant" to careers@proaxis.com

No recruitment agencies please. Due to the high number of applications we receive for job openings, please assume that your application has not been successful if you have not heard from us within 14 days of the submission deadline.