



 Tobermore  
**Academy**

Together,  
we are a team

**Accounts Placement**

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**Trust  
Tobermore**

# 75 Years & counting

## Background

Tobermore is a European Quality Award winning company. We are a UK based paving and walling manufacturer specialising in the supply of world class landscaping materials including block paving, paving flags, kerbs, edging and walling products for both the domestic and commercial markets throughout the UK and Ireland.

### Our customer service

Our approach to customers provides reassurance and confidence that we listen to their needs, which makes us the supplier of choice. Tobermore seek to build lasting relationships with our customers by surpassing their expectations in quality and service. We believe in conducting our business in a manner, which achieves sustainable growth whilst maintaining a high degree of integrity, trust, honesty and teamwork.

### Our business processes

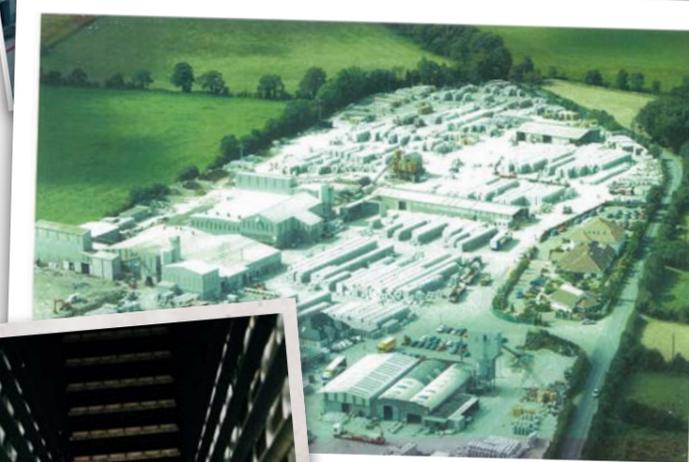
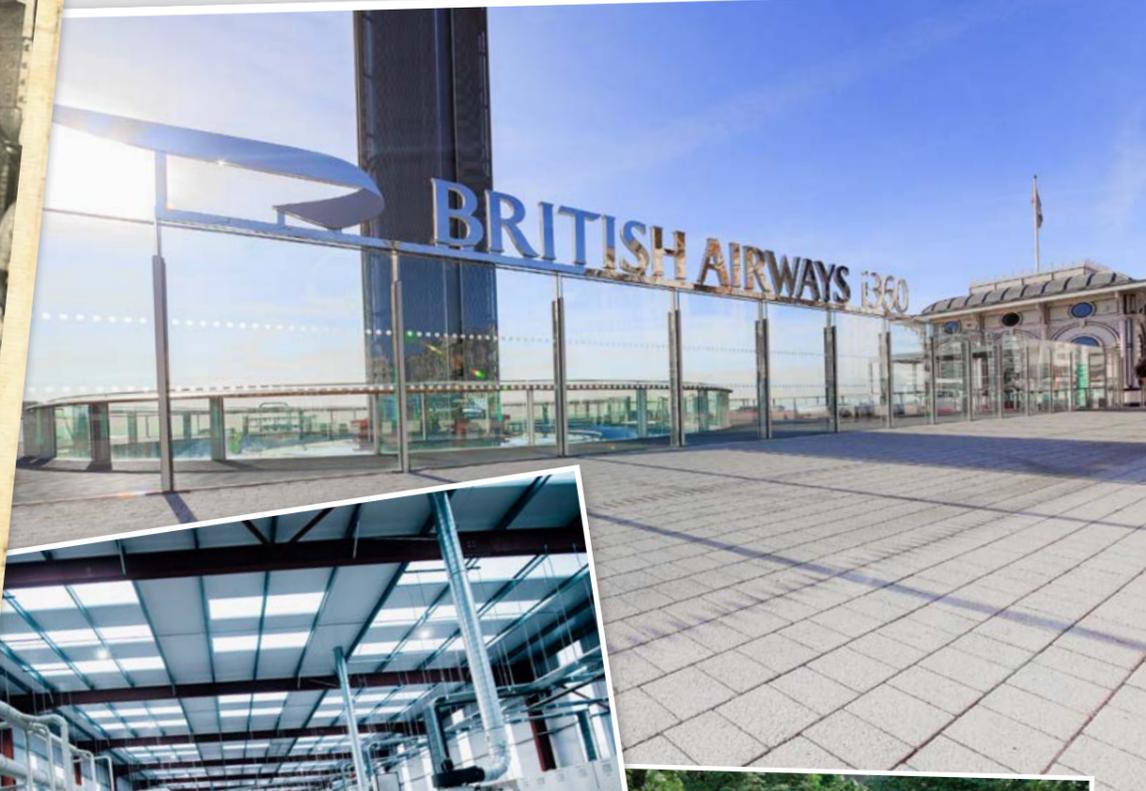
We make it easy for customers to do business with us. We have put the correct processes in place so customers find it easy to deal with us and get the products and information they require faster than our competitors.

### Our products

We provide our customers with a market leading choice of products to suit all project requirements. Our product quality throughout the years continually meets and surpasses customer expectations. Tobermore has received many other accolades to further support the company ethos of excellent customer service whilst providing high quality products. Tobermore is also an accredited ISO14001 and ISO9001 company.

### Our people

Our people are the backbone to our company. They understand the importance of customer relationships. People buy from people. Our success is a testament to how customers appreciate our staff that have been trained and developed to deal professionally with all customer requirements.



# Accounts Placement

**Job Title:** Accounts Placement  
**Division:** Accounts  
**Reports To:** Financial Controller  
**Location:** Tobermore

## Job Summary:

Learn how to work as part of the Accounts Team to compile and analyse data, track information, and support the business needs of the company. This will include assisting the Accounts team with a wide variety of accounts and administrative duties including Purchase Ledger, General Ledger posting & analysis, Expenses & credit card analysis, Process Improvement Projects, and any other duties as and when required.

## Key Duties:

- Assisting with the upkeep of the Purchase Ledger, including coding, scanning, distributing and posting of a high volume of supplier invoices throughout the month.
- Accurately reconcile supplier statements on a monthly basis.
- Deal promptly and efficiently with all supplier invoice queries.
- Maintaining and updating excel spreadsheets for monthly reporting & analysis.
- Processing Cheque/BACS payments as required.
- Checking accuracy of expenses claims on electronic expenses system.
- Analysis & reporting of employee credit card and other expenses claims.
- Analysis of monthly supplier bills by department, for example, utility bills.
- Ensure the timely and accurate entry of all financial information onto the accounting software.
- Provision of ad-hoc financial information, i.e. extraction, calculation and creation of documents for various types of financial information and reporting.
- Ensure compliance with business processes and adherence to relevant legislation and regulatory requirements.
- General office administration including managing and distributing daily post, filing, and maintaining up to date financial records.
- Carry out any other accounts and administrative duties as required by manager to support departmental or company objectives.
- Take on additional tasks or process improvement projects to learn more about accounting and office operations.
- Handle sensitive information with honesty and integrity; acting in a confidential and trustworthy manner at all times.

This job description is not exhaustive and serves only to highlight the main requirement of the post holder. The job description will be reviewed regularly and may be subject to change.

## Requirements

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>5 GCSE's including English &amp; Maths A – C.</li> <li>Currently studying towards an Accounting related degree.</li> </ul>	<ul style="list-style-type: none"> <li>A-levels.</li> <li>Part/Full Accounting Technician Qualification (AAT/IAT).</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>No experience as full training will be provided.</li> </ul>	
<b>Knowledge, Skills and Competencies</b>	<ul style="list-style-type: none"> <li>Strong aptitude for math, proficiency with computers.</li> <li>Strong MS Office experience (outlook/excel).</li> <li>Trustworthy.</li> <li>High attention to detail and accuracy.</li> <li>Adaptable to changing priorities.</li> <li>Strong multi-tasking and organisational skills.</li> <li>Ability to work to strict deadlines.</li> <li>Self-motivated, with strong desire to take on new challenges and learn as much as possible.</li> <li>Ability to work as part of a team and independently.</li> <li>Great communication skills.</li> <li>Good interpersonal Skills.</li> <li>Strong analytical skills.</li> <li>Team player.</li> <li>Positive outlook.</li> <li>Outgoing Personality.</li> </ul>	<ul style="list-style-type: none"> <li>Excellent administration skills.</li> <li>Previous experience of use of an accounting software package.</li> </ul>
<b>Physical Circumstances</b>		<ul style="list-style-type: none"> <li>Full and clean driving license</li> </ul>

# Training

A comprehensive 6-8 week Training Program will be provided, covering all aspects of our business, including:

- Business Strategy
- Accounts Analysis & Reporting
- Purchase Ledger and other Accounting Processes
- Accounts Software inc. NaVison, NTD and Continia
- Introduction to Credit Control
- Working with other Tobermore teams
- Planning and Time Management

# Timeline



# Benefits of working for Tobermore



- 
**Competitive Salaries**  
 The salary for this role is negotiable depending on experience.
- 
**Bonus**  
 A bonus scheme is included in the remuneration package for this post.
- 
**Pension**  
 You will be eligible to join the organisation's contributory pension scheme
- 
**Annual leave**  
 Your annual leave entitlement will be 30 days. Annual leave entitlement increases with service.
- 
**Holiday Purchase Scheme**  
 We have a holiday purchase scheme available for all employees.
- 
**Company Branded Clothing**  
 Being part of an Award Winning Company – 'One to Watch' for Successful Workplace Engagement
- 
**Being part of an Award Winning Company**  
 – 'One to Watch' for Successful Workplace Engagement, won the European Foundation for Quality Management (EFQM) Business Excellence Award.
- 
**Listed as Top 100 Company NI**  
 Belfast Telegraph.
- 
**Opportunity for Flexible Work Life Balance**
- 
**Corporate Social Responsibilities Employer**
- 
**Connected Employee Well-being App**  
 BHSF Connect Well-being Employee App – 24/7 Employee Support
- 
**Payroll Giving Employer.**
- 
**Long term career prospects**  
 Growing and financially stable family business.
- 
**First class working environment**  
 Newly refurbished & enhanced headquarters building.
- 
**Complimentary Employee Events.**
- 
**Length of Service Awards.**
- 
**Very strong emphasis on training**  
 (internal & external), mentoring & development.
- 
**Online Learning System**
- 
**Excellent workplace culture & team approach**
- 
**Company contribution to Employee Eye care costs**
- 
**Welcome pack**
- 
**Fresh Tea, Coffee**  
 Fruit & Selection of bread when at HQ

# Testimonials



**Celine McKee**  
(Payroll & Accounts Manager)

“ In March 2012, I joined the Tobermore Team and it was the best career decision I made. Tobermore is a company that empowers employees by supporting lifelong learning and providing skills to help us to achieve our personal goals and organisational goals in the ever-changing world of business. I love my role as Payroll and Accounts manager, but it wouldn't be the job it is without the great people I work with. Teamwork is the heart of all we do, and our team motto is 'Teamwork makes the dreamwork'. We all work together and support each other so no one feels left behind and that's what I have loved about Tobermore. ”

“ Since joining Tobermore in 2018 I received many opportunities to learn & enhance my skills within the busy Payroll Department. With the strong ethos of team work, continual learning and development that Tobermore provides and encourages, I have gained valued confidence, developed my career and found friends for life. An excellent firm to work for where everyone is committed to providing their best every day. ”



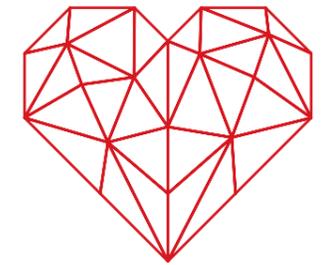
**Shauna Hanson**  
(Payroll Administrator)



# Heart

Humility, Excellence, Adaptability, Reliability, Team

WE RECRUIT  
PEOPLE WHO  
**SHARE OUR  
VALUES**



## HUMILITY

### People

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- We act with strong moral principles demonstrating integrity, sincerity & truthfulness.
- We will say what needs to be said, not simply what you want to hear.
- 'We' over 'I' always.

### Customers

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- We believe customers are the most important judge of the quality of our products and processes.
- We will listen to our customers, deliver on our promises and be honest.
- We develop great products and great services by focusing on what our customers want & need.

## EXCELLENCE

### People

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- We embrace, encourage and engage in continuous improvement and continuous learning.
- We are driven to be the best in everything we do.
- We strive to deliver great results.

### Customers

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- Providing customer service excellence is at the forefront of our thinking.
- We focus on building relationships designed to maximise customers product & service experience.

## ADAPTABILITY

### People

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- We are innovative and work smart.
- We are always prepared, organised and motivated to take on new challenges.
- We are receptive and are open to new ideas and change.

### Customers

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- Continuous improvement is driven from our customer feedback.
- Our team often adapt to meet customer needs.

## RELIABILITY

### People & Customers

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- We always deliver on our commitments.

## TEAM

### People

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- Many of us are more capable than some of us... but none of us are as capable as all of us!
- We celebrate accomplishments as a team.
- We are all brand ambassadors.

### Customers

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- Our teams all work together, delivering you a world-class service.
- We can guarantee you the best team will be working on your project.

# Well-Known Schemes

See more online at: [www.tobermore.co.uk/projects](http://www.tobermore.co.uk/projects)



**British Airways i360**, Brighton



**Sir Chris Hoy Velodrome**, Glasgow



**Olympic Way**, Wembley Arena, London



**Bet365 HQ**, Stoke-on-Trent, Staffordshire



**Heathrow Terminal 2**, London



**University of Hertfordshire**, Hertfordshire

# The Team





**Tobermore**  
**Academy**

## Ready to Apply?

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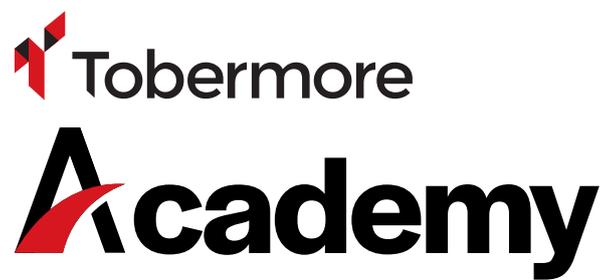
Contact The People Team for more info.

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