**JOB DESCRIPTION**

**Payroll & Accounts Executive**

**SITE: OTC – Business Unit based in Odyssey Trust Company**

**LOCATION: Queen’s Quay, Belfast, BT3 9QQ**

**RESPONSIBLE TO: Finance Manager**

**TERMS: 37.5 Hours per Week.**

**WORK ARRANGEMENT: 4 days in office, 1 day remote working.**

**DATE: October 2025**

**OVERALL PURPOSE OF THE JOB:**

This is an exciting opportunity to be part of the Odyssey Group working within the Odyssey Trust Finance team, the post holder will assist in the accounting function. This post is based within the Trust’s finance team and includes undertaking duties to ensure compliance with the rigorous financial systems.

The Odyssey Trust group of companies is committed to the core ideology of BEET, Best Experience Every Time for customers, colleagues and stakeholders. These principles will be developed with all to support outstanding customer service. All colleagues are expected to commit to the core values shown below:

|  |  |  |
| --- | --- | --- |
| **Core Value** | **Behaviour** | **Customer Promise** |
| **Positivity** | Smile, can do | We will always be helpful, welcoming & enthusiastic |
| **Integrity** | Deliver on our promises | We will be trustworthy & respectful |
| **Commitment** | Go above & beyond | We will go the extra mile |
| **Innovation** | Find new ways to be better | We will always learn & improve |
| **Teamwork** | Together we achieve more | We will work together to put you first |

**MAIN DUTIES**

The post holder will: -

* + Prepare monthly management accounts to Trial Balance, including accruals and prepayments.
  + Preparation of balance sheet reconciliations of various assets & liabilities.
  + Maintain monthly cashbooks and bank reconciliations for various accounts.
  + Reconciliation of season ticket and game night income.
  + Reviewing financial elements of commercial contracts for accuracy.
  + Attend monthly commercial meetings.
  + Processing of fortnightly payroll on a rotational basis (1 in every 3).
  + Processing of monthly payroll.
  + Stock management of Belfast Giants team merchandise.
  + Credit Control.
  + Purchase & sales ledger duties.
  + General ledger responsibilities on posting nominal journal entries.
  + Lead for the purchase to pay system for queries and training across the Odyssey Group.
  + Maintain efficient and robust accounting systems and controls.
  + Direct staff in financial procedures and processing of accounts.
  + Support other members of the Finance Team in the analysis of information and ad hoc financial reporting.
* As part of the Finance team ensure good housekeeping standards, safety and security standards.
* Any other duties as requested by your Line Manager.

All OTC staff are expected to:

* Be committed to and work in accordance with our health and safety policy and established procedures.
* Be committed to and work in accordance with our Safeguarding Policy and established procedures.
* Maintain excellent working relationships with other staff and volunteers.
* Be flexible undertake such other duties that may be required from time to time in the operation of OTC including working occasional evenings / weekends.

**SELECTION CRITERIA**

## Essential Criteria

* A qualified Accounting Technician (ATI, AAT) plus 2 years’ experience in a similar role [within the last 5 years.]

**OR**

* 5 years’ experience in a similar role [within the last 10 years]

**AND**

* Significant payroll processing experience
* Significant experience in the preparation of monthly management accounts to trial balance and variance investigation [i.e. 2 to 5 years dependent on qualifications]
* Ability to complete balance sheet reconciliations
* Proficient in a computerised accounts package
* Computer literate, with excellent experience of Microsoft Office with particularly experience in Excel Spreadsheets
* Strong commercial experience & excellent analytical skills
* Excellent organisational skills, managing competing deadlines while achieving accuracy at all times
* Excellent communication and interpersonal skills dealing with a range of internal and external Stakeholders
* A team player with a can do attitude.

***Salary:*** circa £32,000 - £35,000 per annum commensurate with experience plus benefits.

***Benefits***

The Odyssey Group has a range of benefits which it offers to full and part time staff[[1]](#footnote-2).

* Free car parking.
* Contributory pension scheme, life assurance, paid sickness benefit and a health cash plan.
* Salary Sacrifice including pensions, holiday and cycle to work schemes.
* 33% Discount in the W5 café and 10% discount in the W5 shop.
* Complimentary tickets to Belfast Giants, friends and family access to W5.
* Holidays commence at 31 days per year rising to 34 [prorata for part time staff.]
* This role allows for 4 days in the office and 1 day remote working after probation period is completed.

1. [Some T&Cs and qualifying periods may apply] [↑](#footnote-ref-2)