

A woman with brown hair tied back, wearing black-rimmed glasses and a white lab coat, is smiling broadly. She is looking slightly to the left. The background is a bright, out-of-focus indoor setting with greenery visible through a window.

Accounts Assistant

**Your next
step awaits**

Recruitment Resources

A welcome message from our CEO	3
What we do	4
Our Vision and Mission	5
Why choose Action Renewables?	6
Our Charitable Activities	7
Job Description	8
Person Specification	9
What we can offer	10
Recruitment Process	11

If you require this information in an alternative format or a larger font please contact Annette Herty on 028 9072 7761 or send an email to recruitment@actionrenewables.co.uk



Thank you for your interest in working at Action Renewables.

As Chief Executive Officer I am proud to lead an enthusiastic workforce who share passion and commitment to raising awareness about climate change.

It's an exciting time to join Action Renewables, we have accomplished great things since our establishment in 2003 and we will continue to develop new business lines and services that support our charitable services.

Everyone in our team has a chance to play an active part in supporting renewable energy and helping deliver decarbonisation, which has always been and remains the central focus of what we do as a charity.

By joining us, you will have a chance to make a real difference in protecting and improving the environment while being part of a welcoming team of people who will support you and help you develop along the way.

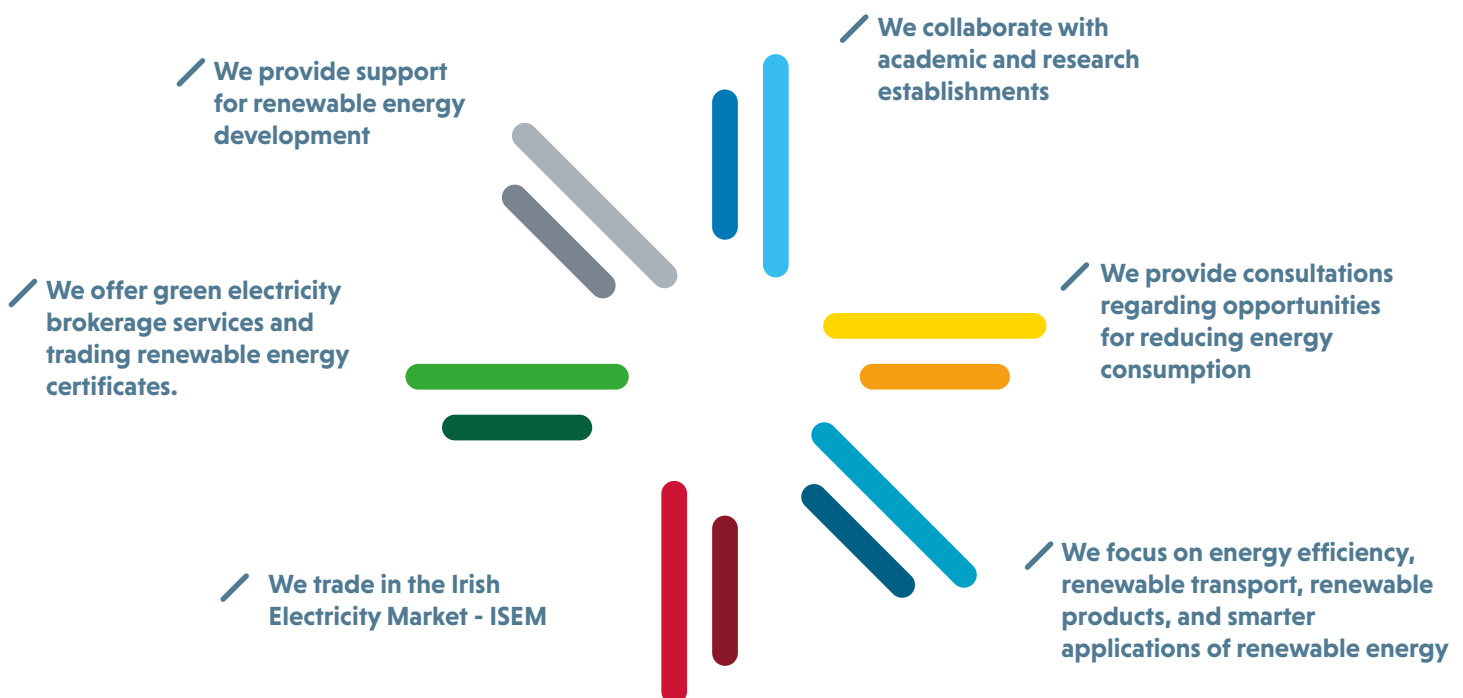
This recruitment pack outlines in more detail what we do, what we can offer you and how you can take the next step to become part of our team.

Thank you for your interest in Action Renewables.



Terry Waugh
Chief Executive Officer

We are the leading provider of renewable energy expertise in Northern Ireland.



Now it's more important than ever that we continue our on-going work to remove the barriers that hinder the rate of renewable energy penetration.

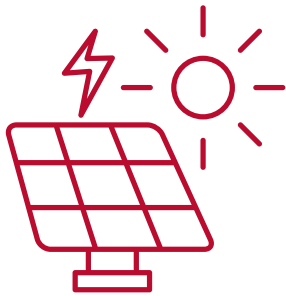
We are a small but well-structured organisation with 30 permanent members of staff, and we are based at our offices in Boucher Business Studios in Belfast.

Our activities are principally financed from the trading functions of our subsidiaries, particularly Action Renewables Energy Trading (ARET) Ltd. ARET is a private company, and a wholly owned subsidiary of Action Renewables. ARET takes its direction from and reports to the Board of Action Renewables.



Our Aim, Mission & Objectives

OUR CHARITABLE AIM



Deliver renewable energy projects

Our aim is to achieve our charitable objectives through the delivery of renewable energy projects across Northern Ireland and specific global projects that will have a direct benefit to the communities in which they serve.

OBJECTIVE 1

Promote energy efficiency and renewable energy

Advance to the benefit of the public, the protection and improvement of the environment through the promotion of energy efficiency and renewable energy by:

1.1

PROMOTING GOOD ENVIRONMENTAL PRACTICE

1.2

PROVIDING INFORMATION AND ADVICE

1.3

PROVIDING CONSULTANCY SERVICES TO COMMUNITIES

1.4

CONDUCT RESEARCH INTO ENERGY CONSERVATION AND RENEWABLE ENERGY TECHNOLOGIES

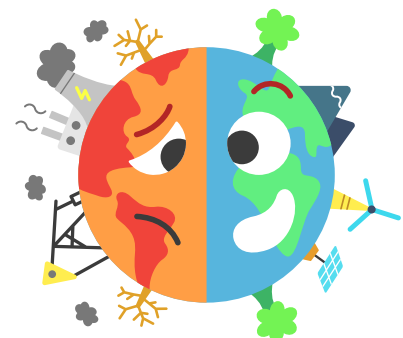
OBJECTIVE 2

Energy efficiency education

Advance the education of the public in energy efficiency and renewable energy by increasing awareness of the benefits of reducing carbon emissions and of promoting effective ways to make such reductions.



Our vision is to create a Northern Ireland which recognises the serious impacts of climate change. We will take measures to prevent and mitigate against those impacts, through the promotion of renewable energy products and services and addressing energy efficiency, alongside new developments in renewable fuels for transportation.



Why Action Renewables?



We are one of the longest established renewable energy companies in Northern Ireland.

What makes us unique is our charity footprint and our drive to support our community through our charitable activities. This gives us a competitive edge over others in our industry and has enabled us to grow and develop steadily over the last 20 years.

The need for the services we provide has never been greater. Whilst we focus on growing and exploring business activities you will have a chance to make an impact and help transform the world we live in.

We are small enough to be called a family, yet there is ample room for progression for those who show determination and enthusiasm. For those who want to understand how an organisation works from top to bottom, and gain an invaluable insight into organisation behaviour, this is the place to be.

At Action Renewables, anyone with enthusiasm and determination is welcome to bring their ideas forward and input into how we manage our future as an organisation. We will be able to support you in your professional development and in your progression through the organisation. If you have talent and determination, and you want it to be recognised and appreciated, then this is the place to be.

Our team is passionate and collaborative: We make time for regular communication team briefs and recognise the importance of connecting with each other which we enable with regular get-together in the office and team building 'away days'.

If you have talent, determination and passion for renewable energy and you want it to be recognised and appreciated, **Action Renewables is the place to be.**



“

Being part of a company that is paving the way towards a more sustainable future through renewable energy provides me with a sense of achievement, and proves that everyone can have a part to play in combatting climate change.

David Maze
Senior Project Manager

”

Our charitable activities reflect our views on the need for climate change mitigation and the need for renewable energy.

As a charity we are proud to support charitable projects where renewable energies can be utilised for the benefit of our local and international communities.

This year Action Renewables has donated £14,000 to Mulanje Mission Hospital in Malawi towards the installation of solar panels and battery storage.

Two Action Renewables staff members, Jonathan and Lana, recently visited Mulanje Mission Hospital in April 2023 – you can read about their trip [here](#).



Action Renewables is continuing its commitment to fund a scholarship programme with Ulster University. The Action Renewables Energy Storage Scholarship will be open to Ulster University students starting an MSc in Energy Storage (full time) at the Belfast Campus. As a charity, Action Renewables aims to mitigate against the effects of climate change, and this new Scholarship is intended to support students in that goal.

Our Solar PV Programme to support not-for-profit organisations in reducing their energy costs and CO₂ emissions by offering low-cost electricity from renewable generation.

East Belfast Enterprise is one of many beneficiaries availing of our Solar PV support programme.



Accounts Assistant

We are recruiting for a Part Time Accounts Assistant position to work with the Finance Team

Summary of the Role:

The post holder will be part of the Action Renewables Finance Team.

Hours of work

- 20-25 hours per week
- Working pattern can be negotiated and discussed for the right applicant

Location

Action Renewables, Boucher Business Studios, Glenmachan Place, Belfast

Reporting Line

Reporting to Operations Manager (Finance)

Key Responsibilities of the role:

To support the finance function with a variety of responsibilities including:

Sales Ledger:

- Processing sales invoices, credit notes and receipts in an accurate and timely manner; and credit control.
- Purchase ledger
- Processing purchase invoices, ensuring accuracy, correct coding, and obtaining necessary authorizations.
- Reconciling supplier statements and resolving any discrepancies or queries.
- Assisting with preparing payment runs to ensure accurate and timely payments.

Bank and General Ledger:

- Performing daily and monthly bank reconciliations to ensure all transactions are accurately recorded.
- Processing employee expense claims, ensuring compliance with company policies.
- Maintaining accurate and up-to-date financial records within Sage.

Administrative & Ad-hoc:

- Providing support during internal and external audits by preparing necessary documentation.
- Performing general administrative tasks related to the finance department, such as filing and answering finance queries.
- Carry out various ad-hoc tasks as required.

Accounts Assistant

Essential Criteria:

- Proven experience (minimum 2 years) working as an Accounts Assistant or in a similar finance role.
- Strong demonstrable experience with accounting software
- Solid understanding of basic accounting principles and financial processes up to trial balance.
- Proficiency in Microsoft Office, particularly Excel (intermediate to advanced level)
- Excellent attention to detail and a high level of accuracy.
- Strong organizational and time management skills, with the ability to prioritize tasks and meet deadlines.
- Effective communication skills (written and verbal) and the ability to build strong working relationships.
- Ability to work both independently and collaboratively as part of a team.
- Proactive, adaptable, and willing to learn new processes and systems.
- Discreet and able to handle confidential financial information with integrity

Desirable Criteria:

- Accounting Technician or PQ accounting qualification
- Experience of Sage Line 50 accounts package

Accounts Assistant

Salary

The post is permanent and has a salary range of £29,400.00– £31,930 (pro rata) depending on experience.

Pension

3% employer contribution, rising to 8% after 2 years of service.

- Additional voluntary contributions can be made to increase your retirement benefits

All Action Renewables staff members enjoy:

- 25 days annual leave per year (pro rata)
- 12 days bank holidays per year
- Career progression opportunities and professional development with a training allowance of £500 per year plus additional identified and agreed training opportunities
- Annual salary review
- Health Cash Plan
- Onsite Car Parking
- Regular team building and 'Away Days'





How to Apply

Please read the job description and person specification carefully as these outline the responsibilities and expectations of the role.

To submit an application please forward your CV to:
recruitment@actionrenewables.co.uk

Action Renewables is an equal opportunity employer and welcomes applications from all sections of the community.

Applicants must have the right to work in the UK as we do not provide sponsorship.

Selection and Assessment Process

Should you meet shortlisting criteria you will be invited to participate in a selection and assessment process.

Candidates will be required to demonstrate during the selection and assessment process that they satisfy the core requirements of the post as set out in the job description and person specification.

The successful candidate will also need to undergo relevant pre-employment Access NI screening checks.



Closing Date for Applications

The closing date for applications is **4:00pm on Monday 28th July 2025.**

Recruitment and selection feedback



Scan to provide **application feedback**



Scan to provide **interview feedback**