

### Assistant / Trainee Stocktaker

A well-established accountancy practice is looking for an assistant / trainee stocktaker to join its team at its Bristol office. This is a role with an ambitious practice that will provide development opportunities through training and career progression.

The successful candidate will become part of an experienced and successful team and will provide an administrative support role to the Business Development Manager but also, through in-depth training, develop the knowledge, skills and confidence to conduct stocktakes across our client base.

Knowledge of the hospitality trade is essential. You will ideally have some trade experience and may have perhaps conducted stocktakes, either of your own or for another professional company.

Your key attributes will be a good standard of mathematical ability; smart appearance; possess an ability to converse confidently with a broad cross section of customers; have some basic IT skills and possess a full driving licence. In return you will receive a competitive salary (dependent on experience) and additional 5% bonus potential is available. Contribution towards local car parking is also available.

You will attend many different hospitality premises (pubs, hotels, restaurants etc) to carry out stock control measures, mainly stocktaking of food and beverages. You will be meeting and be presented with varying challenges every day. You will need to be very well presented, articulate and confident, as the role will involve significant interacting with different people within your client portfolio.

#### **Responsibilities will include:**

- Stocktaking and auditing at a variety of different hospitality venues (Southern England and Wales)
- Providing business advice on stock management and control
- Generating reports for clients
- Debriefing results to clients
- Analysing data and communicating results
- Providing insightful advice based on stock results
- Identify improvements, recommend and implement changes to the stock management process
- Audit till data against stock used to ensure proper correlation
- Admin duties

#### **Key requirements/skills required:**

- Strong customer service quality standards and communication skills
- Superb administration background
- Deadline orientated with fantastic time management skills
- Aptitude for figures
- English fluency
- IT literate, conversant with Microsoft Office package

- Possess Full UK Driving licence and own transport
- Willingness to travel and stay away overnight

#### **Qualifications Required**

- English at minimum C or equivalent
- A level or equivalent in Maths/Business Studies/Economics
- Working knowledge of Sage, Xero software, Moneysoft payroll and QuickBooks is desirable
- A level or equivalent in Maths/Business Studies/Economics

The role will suit a team-player that has the ability to work on their own initiative in a busy accountancy practice, has excellent communication skills and a methodical and organised approach.

Applicants will be required to demonstrate competency on software packages detailed above at interview. The successful candidate will be immediately available and able to start ASAP.

If interested please apply and we will be in touch.

Everett King encourages applications from individuals of all ages and backgrounds. Candidates must be able to demonstrate their ability to work in the UK.

**No agencies.**

Email [dawn.lake@everettking.co.uk](mailto:dawn.lake@everettking.co.uk) for further information

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