

Bookkeeper/Accounts Assistant

A well-established accountancy practice is looking for an experienced bookkeeper/payroll administrator to join its team at either its Bristol or West Wales (Ffostrasol) 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 receive a competitive salary (dependent on experience) and additional 5% bonus potential is available. Contribution towards local car parking is also available.

Candidates must be qualified in Sage Line 50 and Payroll and have 5+ years' experience as a bookkeeper / accounts assistant.

Responsibilities will cover:

- Bookkeeping Duties
- Payroll Duties
- Admin Duties
- Management Accounts Production
- Credit Control
- Invoicing, credit control, payments and reconciliations.

Key requirements/skills required:

- Experience within both accounts payable and receivable
- Strong customer service quality standards and communication skills
- Superb administration background including filing bank reconciliations, processing invoices, purchase and sales ledger, reviewing creditor reports, statement reconciliations
- Deadline orientated with fantastic time management skills
- Aptitude for figures
- English fluency
- IT literate, conversant with Microsoft Office
- Possess good communication skills
- Possess Full UK Driving licence and own transport
- Willingness to travel and stay away overnight

Qualifications Required

- Qualified in Sage Line 50 and Payroll
- English at minimum C or equivalent
- A level or equivalent in Maths/Business Studies/Economics
- Working knowledge of 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.

You will need to have a strong background in an accountancy practice environment to succeed in this role, and you may be undertaking or planning AAT, ACA or ACCA studies, which will be fully supported. You will also need to be very well presented, articulate and confident, as the role will involve significant contact with your client portfolio.

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 brian.phillips@everettking.co.uk for further information

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