

Bookkeeper/Accounts Assistant

Bookkeeper / Accounts Assistant (£20,500 – £24,000 experience & qualification dependant), Health Plan & Pension.

A well-established accountancy practice is looking for an experienced Bookkeeper / Accounts Assistant to join its team in central Bristol. 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 bonus potential is available.

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.

AAT applicants considered.

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'll be in touch.

CPD and Investment in team players well-being and personal advancement progression

- Working knowledge in Sage Line 50, Xero and/or QuickBooks, Moneysoft. with 3+ years in accounts office / role.
- Ability to cope with working on a portfolio of up to 26 client house accounts - with month by month deadline targets.
- Accounts preparation competence, leading up to Trial Balance (Essential) and beyond experience (Desired).
- Applicants may be required to demonstrate competency on packages detailed below during interview process.
- Based in a pleasant Bristol City Centre Office, with all amenities, Some Flexitime 8.30am – 5.30pm, Mon to Fri.

Sector: Practice

Vacancy Description

- Bookkeeping Duties
- Accounts Duties
- Admin Duties
- General (Admin) Duties

Responsibilities

- To fulfil the above tasks reliably and accurately.
- Electronically and manually document all records in good methodical order.
- Organise safe and secure backup information of all working data.
- Be conversant with Company procedures, policies and general professional standards.
- Concisely follow, relay and adopt good communication between staff, clients, suppliers.

Position Requirements

- Aptitude for Figures and possess English Fluency
- IT literate, conversant with Microsoft Office
- Possess good communication and Customer Service Skill Set Ability
- Respect and Maintain Confidentiality values
- Adaptable and Willingness to work in harmony with others
- Possess Full UK Driving licence and own transport
- Willingness to occasionally travel & stay away overnight

Qualifications / Preferred Experience Required

- Qualified in Sage Line 50, Xero, or QuickBooks. Digita and or Iris Understanding (Desirable).
- Working knowledge of HMRC filing processes and reporting (Desirable.)
- English / Math Grade B or above and A level or equivalent in professional studies or experienced.
- Understanding of a CRM, I.T. and Microsoft Office Solutions packages, with at least good familiarity level.
- Ability to work under pressure to meet client strict deadlines at competent, quality, level.

Essential Personal Attributes

- Interest in numbers and an accounts career.
- Methodical and organised disciplines.
- Good time keeping and communication skills.
- Team player and of personable smart character.
- Time flexible and able to work to deadline targets.
- Willingness to work overtime at times of peak client demand.

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 recruitment agencies.

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