

Book-Keeper & Accounts Assistant

- Downpatrick
- £15,000 - £17,000
- Permanent full-time

Description

- Excellent opportunity to be trained as a Book-Keeper in a professional environment using the latest cloud accounting technology. A strong understanding of computerised book-keeping will be developed while working in this expanding service area of the firm.

BOOK-KEEPER

DESCRIPTION:

The duties will include:

- Maintenance of online accounting system
- Importing electronic data for accounting system entry
- Routine quarterly reporting to clients
- VAT returns.
- Bank transactions Reconciliation and allocation to invoice
- Processing sales invoices & liaising with client.
- Accounts receivable and Accounts payable reports for clients
- Assistance with internal client year end procedures

To be considered for this role you should have:

- Proficiency using technology;
- Good communication skills;
- Ability to work on own initiative and as a team member;
- Ability to meet deadlines and commitments;
- Professional experience is desirable but not required.
- Minimum of 5 GCSEs or equivalent including a Grade C or above in English & Maths.
- Candidates with a desire to complete Accounting Technicians Qualification will be considered

To Apply

Please forward your CV via the APPLY button below.

Closing date: 7th September 2018

