JOB VACANCY

WANTED – AN AAT (Association of Accounting Technician) APPRENTICE OR PART TIME ACCOUNTS ASSISTANT IN AN ACCOUNTANCY PRACTICE

Apprentice trainee, or a part time assistant with some accounting experience, required for small Dorking firm of friendly Accountants, C&D Wiltshire & Co LLP.

Requires: 5 GCSC minimum including grade 4/C or above in both Maths and English and experience working with Excel spreadsheets

To apply email your CV to Claire@CandDW.com

JOB DESCRIPTION

37.5 hours per week or part time to be agreed
Use of IRIS, QuickBooks and other accounts packages
Reconciliation of financial controls, including bank, sales, purchase, payroll, vat etc.
Preparation of accounts from different types of accounting records
Preparation of VAT returns
Identification of queries and issues relevant to draft accounts
Polite and happy presentation for client contact
Tidy and organised
General and sundry tasks as required