**Apprentice Bookkeeper (AAT Level 3 or 4)**

* Applicants would need a good working knowledge of computer software including the use of Microsoft (especially Excel) and a willingness to learn online bookkeeping software such as XERO and QuickBooks
* The job will include processing purchase and sales legers on to cloud based accounting software and assisting with bank reconciliations and VAT Return preparation.
* Business Working hours are 8:30 to 5 PM Monday to Friday
* Starting Rate would be £7.00 per hour.

**Business Admin Apprentice**

* Applicants would be expected to answer the telephone and interact with clients that come to our office, this may include taking card payments and copying client information to be stored on our software.
* Applicants would need a good working knowledge of computer software including the use of Microsoft (especially Excel) and a willingness to learn new software’s and procedures.
* Business Working hours are 8:30 to 5 PM Monday to Friday
* Starting Rate would be £6.00 per hour.

Employer: - Matthews Hanton Limited, Bognor Regis, PO21 2NW

[www.matthewshanton.co.uk](https://linkprotect.cudasvc.com/url?a=http%3a%2f%2fwww.matthewshanton.co.uk%2f&c=E,1,_YdD6cHPg7UdD6qXkcsy4lO1NrrVvutKsPD38JAjuCpCmTE0kg-TDtLJ05x5k7rfmrxbPk3QzgPR2ZPGCwg8ihn1Q02WQO8CI8Lj6FN6xq9nAgg6QQ,,&typo=1)

To apply for either of the above, please send your CV to Gary Tearle: -

T:01243 786 321 Ext 2576

gary.tearle@chichester.ac.uk

M:07710 196 318