

Assistant Accountant

The Role – Assistant Accountant

As the Assistant Accountant you will be part of the busy Accounts Team, working closely with the Accountant, Accounts Manager and Accounts Team. Your duties will include, although will not be limited to:

- Preparing month end management accounts
- Completing VAT returns
- Providing statistical reports and analysis to Directors and Management
- Assisting the Company Auditors at year end
- Entering financial data onto Sage Accounting
- Overseeing the reconciliation of company bank accounts

Our Requirements – Assistant Accountant

- Previous experience in a similar accounting role
- Part qualified (ACCA, CIMA, ACA, or AAT)
- Good knowledge of Microsoft Excel
- A flexible approach to problem solving, with the ability to produce clear and accurate work to timely deadlines
- A strong and determined approach, able to work alone without direction but also within a team environment

Although not essential, it would be highly advantageous to be competent using Sage Accounting.

The Package

Working within a friendly and supportive environment where open communication and team work is encouraged, as the Assistant Accountant you will benefit from:

- A salary in the region of £25,000 to £30,000, with the level dependent on experience
- Contributory pension scheme
- Permanent contract, working from our office in Colwyn Bay, Monday to Friday 9am to 5:30pm (option to work 8am to 4:30pm will be available once settled into the role)

All applications for this Assistant Accountant vacancy are to be submitted online, and strictly no agency calls or agency CV submissions.