

Vacancy
Assistant accountant (Part Time)

Oliver Leeder Accountants Ltd has been providing full practice accounting services to both individuals and to businesses of varying sizes over the past 5 years. We are now looking to take on a part time assistant accountant. This new role has the potential for personal and professional growth.

The main duties will include:

- Assisting with the preparation of year end accounts
- Bookkeeping to trial balance for various business types
- Maintaining computerised accounting records
- Reconciling bank statements etc and investigating anomalies
- Preparing VAT returns for clients
- General admin and ad-hoc duties associated with being part of a small family business

The ideal candidate should be:

- AAT qualified, or working towards
- Previous experience of preparing end of year accounts to at least trial balance.
- PC competent, principally excel
- Able to integrate well within a small, growing, business
- Self motivated and a natural problem solver

To apply for this position please send you CV, along with covering letter to:
oliver@olaccountants.co.uk