



Bookkeeping Assistant

Full Time / Glenrothes

The Opportunity

We are renowned for developing close relationships with our clients, providing them with a range of high quality services and working with them to achieve success. We currently have an exciting opportunity in our Glenrothes office for an experienced Bookkeeping Assistant to join our vibrant, growing accountancy practice.

In this role you will be responsible for providing an all round bookkeeping accounting service to a number of clients. In the main, you will be assisting with accounting services (largely bookkeeping and vat compliance with an element of management accounting and accounting software support and advice).

About us

- **We are:**
 - One of the 15 largest independent accountancy and business development practices in Scotland, with long established connections in Tayside and Fife.
 - Members of the Kreston International network, allowing us to provide national and international services to our clients.
- **We have:**
 - Over 100 members of staff and 15 partners, working from our 4 offices in Cupar, Dundee, Forfar and Glenrothes.
- **We offer:**
 - Support and training to allow you the opportunity to develop and progress your technical and personal skills within our growing practice
 - Excellent working conditions, including a 35 hour working week
 - Competitive salary and benefits package (based on qualifications and experience)

The Role

- Assist with accounting services
- Bookkeeping and VAT compliance
- Management accounting
- Accounting software support and advice

Talent Factsheet



CHARTERED ACCOUNTANTS

The Candidate

Essential

- Bureau experience
- Experience of working within a practice environment
- At least 6 National 5 grades (or equivalent) at grade B or above
- Experience of using Microsoft Office and Outlook
- Familiarity with computerised packages
- Good numerical skills
- Articulate/good communication skills
- Attention to detail and accuracy
- Ability to work as part of a team

Desirable

- Higher Maths and English (or equivalent)
- Higher/National 5 Accounts or Business Studies (or equivalent)
- Sage Line 50 experience
- Working knowledge of Xero
- Ability to work under pressure and meet deadlines
- Driving licence and access to a vehicle

To apply

Please send your CV and covering letter to recruit@eqaccountants.co.uk

A full job description is available on request at recruit@eqaccountants.co.uk