

Trainee Bookkeeping Assistant

Full Time / Forfar

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 Forfar office for a Trainee Bookkeeping Assistant to join our vibrant, growing accountancy practice.

In this role you will be responsible for providing an all round bookkeeping service to a number of clients. In the main, you will be assisting with bookkeeping, VAT compliance and client reporting as well as providing 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

- Bookkeeping
- VAT compliance
- Client reporting
- Accounting software support and advice

Talent Factsheet



CHARTERED ACCOUNTANTS

The Candidate

Essential

- At least 6 National 5 grades (or equivalent) at grade B or above
- Experience of using Microsoft Office and Outlook
- Good numerical skills
- Good communication skills
- Articulate
- Attention to detail and accuracy
- Ability to work as part of a team

Desirable

- Higher Maths and English (or equivalent)
- Sage 50 Accounts experience (or experience of using a similar package)
- 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