

# harris bassett

CHARTERED ACCOUNTANTS & TAX PLANNERS

## Current Vacancy

**Job Title:** Bookkeeper – Pembroke Office

**Job Description:**

Due to an increase in bookkeeping clients Harris Bassett are looking for a bookkeeper with previous experience within an accountancy practice. Experience of cloud based accounting systems is advantageous but not essential.

Duties will include:

- Sales and Purchase Ledger
- Bank Reconciliation
- VAT returns preparation and submission
- Payroll preparation
- Other ad-hoc duties

It is essential that applicants for this role have significant experience in a bookkeeping position within an accountancy practice. Those who do not have this experience will not be considered.

Salary dependent upon experience/qualifications.

To apply for this vacancy please forward your CV to [pembroke@harrisbassett.co.uk](mailto:pembroke@harrisbassett.co.uk)