

harris bassett

CHARTERED ACCOUNTANTS & TAX PLANNERS

Semi- senior accountant

We have a vacancy in our Swansea office, for a semi- senior accountant.

On a day-to-day basis, and depending upon experience, you will be involved in the following:

- Book-keeping tasks such as posting receipts, payments and invoices to accounting packages such as Xero or Sage
- Preparing bank reconciliations
- Preparing VAT returns
- Completing management and year end accounts to trial balance stage
- Compiling statutory accounts

As many of our clients now use cloud-based packages much of the work will be undertaken within the office situated on Swansea's Enterprise Park.

Good communication skills are essential as there will be regular contact with clients either via the telephone or email.

Moreover, we are looking for individuals who are motivated, eager and quick to learn new skills and seek a long-term career in what is now a fast-changing environment.

Essential

2+ years experience

AAT qualified/ ACCA part or fully qualified

Must hold a driving licence

Experience on Word and Excel

Any audit experience would be a bonus, but is not essential.

Salary is dependent upon experience and qualifications already gained.

We offer fully funded study support towards a recognised accounting qualification.

Send your full CV to Charlotte Wilkinson via email at charlotte.wilkinson@harrisbassett.co.uk