

BLUE SPIRE LIMITED

JOB DESCRIPTION

ACCOUNTS ASSISTANT

IMMEDIATE START

An exciting opportunity has arisen for a highly organised and motivated Accounts Assistant to join our friendly team in our Brighton office.

The successful candidate will have excellent attention to detail, be confident in liaising with clients and colleagues, be accurate and efficient and ideally have a good working knowledge of Microsoft Office systems.

The role will be Monday –Friday, 9.00am-5.30pm with a one-hour break for lunch.

KEY RESPONSIBILITIES:

- Accounts preparation
- Personal tax return preparation
- Monitoring daily communications and answering any queries.
- Inputting and data entry
- Ensuring payments, amounts and records are correct
- Working with spreadsheets, sales and purchase ledgers and journals.
- Dealing with HMRC

REQUIREMENTS:

- Full time
- Experience in accounts production/bookkeeping (1-2 years minimum)
- Experience using Xero software
- AAT qualified or accounting degree
- Excellent Attention to detail
- Excel and Word Knowledge
- Being able to multitask efficiently and work to tight deadlines
- Good communication skills
- Ability to manage own tasks
- Friendly & a team player

FURTHER DETAILS:

- Salary from £23,000 to £25,000 p.a depending upon experience
- Monday – Friday 9.00am-5.30pm (37.5 Hours)
- 25 days holiday plus bank holidays
- Ongoing development and support
- Pension scheme
- Opportunity to be part of a fun, friendly team environment