

Trainee Bookkeeper

Norwich



The Role

We are looking for a Trainee Bookkeeper to join the dynamic team in our Norwich office. This full-time role offers the successful candidate a fully supported training package towards professional accounting qualifications, including AAT and/or ACCA.

Are you a highly organised problem solver looking for an exciting new opportunity? Our fun open-planned office is the place for you.

Key Responsibilities

- Work with our experienced bookkeepers to gain exposure on how to produce a set of accounts to trial balance stage
- Learn and produce company ledgers, preparing VAT returns and submissions, bank reconciliations and more
- Learn and understand cloud-based accountancy software such as Sage and Xero
- Handling client invoices
- Recording financial transactions
- Begin liaising with Client managers and other colleagues
- Requesting records from clients
- Monitoring deadlines for filing

Requirements

- Organisation and efficiency
- Enjoys problem solving
- Good communication skills, both written and verbal
- Ability to manage time effectively
- Accuracy and attention to detail
- Competent numerical and IT skills
- Minimum Grade 4/C in Maths and English



Any questions?

Email careers@astonshaw.co.uk



Why Join Us?

We're a forward-looking employer with six offices across Norfolk, Cambridge and Suffolk. We're always looking to grow our business and making sure we have the right people on board is key to our success.

As an Association of Chartered Certified Accountants (ACCA) approved employer, our culture is progressive, proactive and client-focused. As a result, we can offer you a dynamic working environment with many opportunities to develop your skills, qualifications and achieve.

Benefits

- Competitive Salaries
- Ongoing, Fully-funded Training
- ICAEW Approved Trainer
- Platinum ACCA Approved Employer
- AAT Accredited Employer
- Regular Staff Parties
- Subsidised Lunches
- Monthly Staff Lottery
- £100 Reward for Client & Employee Referrals
- Ongoing Charity Support
- Social and Sports Activities
- Modern, Open-plan Working Environments
- Equal Opportunities Employer

... And many, many more!

Apply today

If you'd like to find out more, or if you think you're the right person for us, then please send a CV to careers@astonshaw.co.uk or apply via the form on our careers page on our website: www.astonshaw.co.uk/careers.



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