



Bookkeeper Huntingdon

An opportunity has arisen in our friendly, hard working and expanding Business Support Services team at our airy modern office just outside Huntingdon.

Duties will predominantly include bookkeeping and preparing VAT returns for clients. Some of the bookkeeping duties may be carried out at clients' premises so a full clean driving licence will be necessary.

The successful candidate:

- Will have good academic results with a minimum C grade GCSE in Mathematics and English.
- Must have experience of bookkeeping and preparing VAT returns preferably gained within a professional office environment.
- Will have proven skills in producing accounts to trial balance and unincorporated accounts plus Tax would be beneficial.
- Should be ICT literate and proficient in Microsoft Office and SAGE Line 50.
- AAT qualified or part-qualified would be an advantage.
- Should have a proven track record of working to deadlines and have a positive approach to problem-solving.
- Must possess excellent communication and organisational skills and a keen eye for detail.

The role offers a great opportunity to join a highly regarded team; Ensors has recently been shortlisted in the 'Large Practice of the Year' category in the Practice Excellence Awards 2016. See more here: <http://www.ensors.co.uk/news/3784/ensors-shortlisted-at-the-practice-excellence-awards-2016/>

We offer an attractive salary with many benefits in a friendly working environment. We also provide an extensive in house training programme for all staff.

To apply, please send your CV together with a covering letter stating your current salary to hr@ensors.co.uk quoting reference 'Hunts-bkkpr' or by post to our HR Department at the Ipswich office.

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