

Your employer

We are:

- Qualified and experienced chartered accountants and chartered tax advisers.
- Proud to produce quality work on a timely basis
- Prompt to respond to client queries with accurate responses
- Do not let tax saving opportunities slide for any client
- Forward thinking using the latest cloud accounting technology and paperless systems
- Do all work in house with no outsourcing to foreign sub contractors
- Friendly, approachable, trustworthy and reliable.

Would you like to work for us?

- Hours are 7.5 per day flexible between 8.30 and 5.30 with half an hour lunch
- To date no staff member has had to do overtime in January
- We do not put undue pressure on staff, we know everyone is doing their best
- We offer training based on role and individuals aims and ambitions
- No scary or grumpy managers
- We have lovely state of the art new offices in accessible location off A30 with parking.

The employee

We are a small practice so we are looking for someone who is:

- Experienced in a small practice environment
- Happy with paperless systems and use of accounting automated technology
- Experienced with cloud based bookkeeping software such as:
 - Quickbooks, FreeAgent and Xero
- Has a variety of practice based skills these could be some or all of:
 - Payroll
 - Accounts
 - Tax – personal and corporate
 - Bookkeeping
 - VAT
- Has dealt with a variety of businesses these could be some or all of:
 - Limited companies
 - Sole trades
 - Partnerships
- Cares about the quality of the work they produce while preparing with focus and efficiency
- Accepts feedback and willing to keep learning and training as needed
- Works well with others as a team and individually
- Trustworthy, reliable and diligent
- Happy liaising with clients.

The specific role and salary will be determined according to the applicant's qualifications and experience and can be tailored to a wide range of different candidates, we are looking for the person not the role. We look forward to welcoming the next team member.

To apply please send your CV and covering letter to cbennett@catherinebennettaca.co.uk