

TUSSIES



CHARTERED
ACCOUNTANTS

Job Title: Accounts Office Junior / Assistant

Location: Cheadle

Job Type: Full time, Permanent (subject to trial period)

Job Description:

The vacancy provides a fantastic opportunity for an enthusiastic and accurate individual to work within a small, friendly accountancy practice, primarily based in our Cheadle office. Full training and support towards an AAT qualification will be provided, presenting an exciting opportunity for the right candidate, irrespective of experience.

Job Specification:

Duties will vary according to the time of month and year but would normally comprise:

- Bookkeeping including preparation of VAT returns and Accounts' working papers
- Basic Payroll duties
- Answering & directing telephone calls and emails
- Administrative duties, including filing
- Greeting clients

Personal Specification:

The ideal candidate will have the following attributes:

- Excellent written & verbal communication skills
- Confident telephone manner
- Computer literacy with experience of Microsoft Excel
- High level of accuracy and keen eye for detail
- Ability to work independently or as part of a busy team
- Excellent time management skills



Tussies Limited

Registered by the Institute of Chartered Accountants in England & Wales for a range of investment business activities.
Registered Office address: 31 Wilmslow Road, Cheadle, Cheshire SK8 1DR. Registered in England & Wales No. 3143582.
A list of Directors' names is available at the Registered Office address.

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