

Office Assistant

The successful candidate would start with us on a trial basis for six months. Training will initially be given in-house in book-keeping, payroll preparation and basic accounts with other office duties being to cover the reception when required.

Reception cover will include:

1. Dealing with clients by telephone and face to face.
2. Word-processing using Microsoft Word
3. Making tea & coffee for clients
4. Deliveries including banking
5. Archiving old files
6. Franking mail etc.

Accounts assistant duties will include:

1. Book-keeping & VAT return preparation, manual and computerised
2. Payroll preparation
3. Bank reconciliations, spreadsheets and basic accounts.

After a successful trial period the candidate may progress to on-line training for the Association of Accounting Technicians qualification if they show ability and an interest in gaining qualifications.

Any interested parties can look at our website: www.finlaysonsca.co.uk

We have offices in both Perth and Crieff and would consider applicants for either office. If you require any further information please contact me.

Sandra Paterson
Partner
Finlaysons
Chartered Accountants
4 Albert Place
Perth
PH2 8JE

Tel: 01738 626163