

Johnston Carmichael, the largest independent firm of Chartered Accountants and Business Advisers in Scotland and one of the Top 20 accountancy firms are currently recruiting for the following position:

Business Advisory Assistant

Job Type:	Permanent
Hours of Work:	Full Time
Location:	Forfar
Salary details:	Competitive

The successful candidate will be responsible for working closely with the team's Managers and Seniors and the firm's Client Relationship Managers, focusing on the preparation of both limited company accounts and accounts for unincorporated businesses. In addition, any other business advisory related work as required.

The successful candidate will primarily be responsible for:

- Preparation of accounts from clients manual and computerised records
- Dealing with basic queries from colleagues and clients
- Setting up and maintaining client files

Previous experience is preferred and the successful candidate will ideally have an HNC/HND in Accounting or AAT although this is not essential. In addition, the successful candidate will have good IT, numerical and data analysis skills. Experience with accounting software such as Sage, Xero or Quickbooks would be an advantage.

Communication skills and prioritisation of workload are essential qualities for candidates to ensure all deadlines are achieved, as well as possessing the ability to work as part of a team.

If you are interested in applying for the above position please send your CV along with covering letter to Recruitment at recruitment@jcca.co.uk by the closing date.

Date advert posted: 27th July 2018