

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/Part Time (3 or 4 Days)

**Location:** Glasgow

**Salary details:** Competitive

**Job Purpose:** Join a growing team as an assistant to help support clients' accounting functions both onsite and in our office. The role is about both keeping clients accounting records up to date and enabling them to grow and understand their businesses.

The successful candidate will be responsible for:

- Processing sales and purchase invoices on accounting software
- Processing bank transactions and reconciling the bank on accounting software
- Run reports from the accounting software
- Preparing management accounts and commentary
- Preparing and filing VAT returns
- Able to prepare monthly accounting journals (e.g. Prepayments/accruals/depreciation/payroll journals)
- Prepare sole trader, partnership and Limited company accounts
- Manage client relationships, be comfortable being onsite and main contact with clients
- Assist in taking on new clients, getting new clients set up / processes established

The successful candidate will have the following relevant experience:

- Experienced in using Sage 50 Accounts and Xero
- Strong Excel knowledge
- Knowledgeable of VAT and able to prepare VAT returns
- Background in a similar accounting firm would be advantageous
- Experience preparing management accounts/statutory accounts from core records
- Good solid processing experience
- Personable and confident to be onsite at clients and provide advice
- Strong on accounting processes to ensure the work is done as efficiently as possible

If you are interested in applying for the above position please send your CV along with covering letter including salary expectations to [recruitment@jcca.co.uk](mailto:recruitment@jcca.co.uk) by the closing date.

**Date advert posted: 21<sup>st</sup> Dec 2017**