

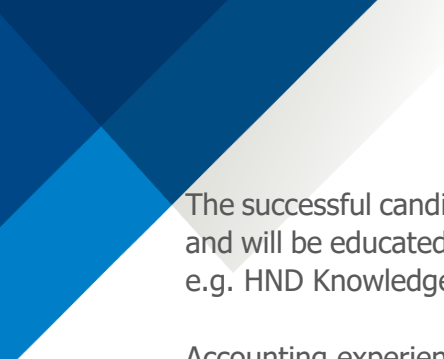
Johnston Carmichael, the largest independent firm of Chartered Accountants and Business Advisers in Scotland and one of the UK's Top 20 accountancy firms are currently recruiting for the following position:

Business Solutions Assistant

Reports to:	Business Solutions Manager
Job Type:	Permanent
Hours of Work:	Full-time (36.25 hours per week)
Location:	Elgin
Salary details:	Competitive
Job Purpose:	To work closely with the team's managers, assistant managers and seniors, focusing on the provision of business solutions services to clients, as allocated.

The successful candidate will be responsible for, but not limited to:

- Accurately process clients' accounting data:
 - Process sales invoices, credit notes and allocate payments on the accounting system
 - Process purchase invoices, credit notes and allocate payments on the accounting system
 - Process bank transactions on the accounting system and reconcile the bank
 - Post journals into the accounting system
 - Prepare VAT return and reconcile to the nominal
 - Account for any VAT due/ receivable
 - Account for fixed assets, prepayments, accruals, payroll, net wages
 - Run reports
- Assist in setting up new clients on our systems
- Set up and maintain the client management accounts and other files
- Prepare accurate management accounts and client financial information within the time frames agreed, ready for review
- Prepare a P&L budget for a client based on financial information (where required)
- Liaise with clients on non-technical matters e.g. meeting arrangements, coordinating receipt of information etc, or as directed by more senior Business Solutions staff
- Deal with basic queries from clients and colleagues
- Operate Xero, Sage and other accounts software



The successful candidate will have numerical and data analysis skills, project co-ordination skills and will be educated to Higher level (or equivalent), and/or have further education qualification e.g. HND Knowledge of Microsoft systems and databases.

Accounting experience, studying towards AAT (or equivalent), and experience in management accounts is desirable but not essential. Experience of some or all of the following accounting packages; Sage 200, Sage Line 50 and Xero would also be beneficial.

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

Date advert posted: 14th May 2018

