

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:	Aberdeen
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 above opportunity is currently available within our expanding Business Solutions department within our busy Aberdeen office. The successful candidate will be part of a team of ten, reporting directly to our Business Solutions manager.

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

- Assisting in setting up new clients on systems
- Setting up and maintaining the client management accounts and other files (electronic and paper)
- Accurately processing client accounting data
- Preparing accurate management accounts and client financial information within the time frames agreed, ready for review
- Preparing P&L budgets for clients based on financial information (when required)
- Liaising with clients on non-technical matters e.g. meeting arrangements, coordinating receipt of information etc., or as directed by senior members of the team
- Operating 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 possess further education qualification(s) e.g. HND level 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: 1st Feb 2018

