

**Trainee Accountant**

More Than Accountants - Bolton

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Bolton

Full-time, Permanent

More Than Accountants is an accountancy and business advisory firm, we provide integrated advice and solutions to help businesses navigate a changing world. Our clients are Britain’s economic engine – ambitious, entrepreneurially-spirited and high growth businesses that fuel the economy.

We share our clients’ ambitions and their entrepreneurial mind-set. We have the right combination of integrity and expertise to help them succeed.

More Than Accountants operates across the UK, offering a range of advisory services. More Than Accountants has revenues of over £1 miliion.

**Trainee Accountant**

**Permanent**

We are looking for an experienced accountant to join our growing accountancy practice. You will ideally have experience within an accountancy practice.

There are standard business working hours of Monday to Friday, 9:00am to 5:00pm, with flexible working arrangements for those who require it. There is free on-site parking available for those who drive, and ample public transport for those who do not.

We pay fully pay cost of all Accountancy Exams and Courses.

Requirements

* Sound numeracy skills, attention to detail and accuracy
* Proven ability to work effectively either as an individual or member of a team
* Proven ability to communicate, both orally and in writing, in a clear and concise manner
* Proven ability to quickly learn new information, processes and procedures
* Proven ability to meet deadlines and identify and deal with problems
* Experience in the use of Microsoft Office suite of products

Responsibilities

* Communicate with clients by telephone and email, in order to handle queries.
* Working efficiently to deliver work on a timely basis, and to the required standard.
* Accurately process transactions on the accountancy system (training will be provided on the specific system), and ensure reports are sent to clients on time.
* Assisting the Consultants and senior consultants where appropriate.
* Good knowledge of Microsoft Office and Excel
* Data input
* Maintaining customer files
* Maintaining invoice/billing databases
* Answering the phones and taking messages as required
* Monitoring email inboxes and dealing with customer/internal queries

If you would like to be considered for this position, please apply now for immediate consideration. Alternatively, for further information please give us a call and ask for Daniel.

Job Type: Full-time

Experience:

* Practice Experience

Job Types: Full-time, Permanent

Experience:

* Practise: 1 year (Required)