

## Accounts Assistant

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Company: Puro Accountancy

Location: Bristol

Category: office-and-administrative-support

## Accounts Assistant

£21,000 - £25,000 (D.O.E)

Bristol

### ***Benefits:***

Flexible working

Full AAT/ACCA study support

Professional development plan

Puro Accountancy are currently seeking a highly motivated and experienced Accounts Assistant to join an established firm in their Bristol office.

This is an exciting opportunity to work with a dynamic and growing company, with the chance to take on new challenges and progress your career.

### ***Key Responsibilities:***

Preparing End of year accounts

Preparing Tax returns

General Bookkeeping duties

Preparation and analysis of client's financial records, including data management, analysis, and consultation.

Liaising with HMRC.

Handling account queries.

**Requirements:**

Knowledge of Accounts and VAT

1-2 years practice experience

AAT level 3 qualified

Click to apply with your indeed CV or contact on **01904 571 760**

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