

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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