

## Accounts Assistant Practice

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Company: Elite Search Associates Limited

Location: Middlesbrough

Category: other-general

Do you have experience within Practice?

Are you looking for a new permanent position within a professional, friendly and vibrant firm in the Middlesbrough area?

I am currently partnering with a firm in Middlesbrough who are looking to add to their team.

A brief outline of the job is....

- \* Bookkeeping
- \* Preparation and submission of self assessment and partnership tax
- \* Including analysis of clients book and records
- \* Inputting onto taxation software
- \* Liaising with the clients for final submission
- \* Personal tax

\* Meeting clients for face to face and telephone meetings

Ideal candidates :

\* Will come from a practice background

\* Ideally will be studying AAT

\* Are confident in working in a fast paced environment

This role is available for an immediate start for the right candidate.

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