

Assistant Accountant

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Company: Hutcheon Mearns

Location: Bridge of Don

Category: business-and-financial-operations

Hutcheon Mearns have exclusively engaged with our oil services company client to recruit an Assistant Accountant on a full-time, staff basis. The role will be based from our client's office in Bridge of Don. This is a great opportunity for someone motivated to progress in their career. Our client can offer a competitive salary and excellent flexible working opportunities for the successful candidate.

The Assistant Accountant role will cover the processing and preparation of financial information for two business entities and will also be the finance point of contact for one of the entities.

This role would suit either an experienced finance all-rounder who is ready to hit the ground running or a junior candidate studying towards an accounting qualification, who is looking for training and development.

Key Responsibilities:

Prepare monthly revenue, cost, and expense accruals at month end

Run and review monthly TB with finance manager

Preparation of all balance sheet reconciliations and review with finance manager

Maintenance of fixed asset register

Skills and Experience:

Good all round accounting experience and ability to work on own initiative

Xero system experience

Strong Excel skills

Accounting knowledge and experience required to take accounts to TB level (Not necessary for junior candidates)

Entry level accounting qualification is desirable and continued education will be supported by the Company (e.g. AAT etc.)

To find out more and apply, please contact leah.mccrea@hutcheonmearns.co.uk or apply via the link below.

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