



ASM Chartered Accountants has an outstanding reputation as providers of commercial business advice to owner managed businesses and professional practices.

Our Magherafelt office is seeking to recruit qualified / trainee accounting technicians to further expand the company.

Qualified / Trainee Accounting Technician (Q/TAT19/1)

Key Responsibilities and Roles:

- Preparing VAT returns
- Payroll for external clients
- Company secretarial work
- Monthly bank reconciliations

Qualified Criteria:

- A member of IATI.
- Background of working in accountancy practice. (preferable but not essential)
- Recent experience and good working knowledge of Sage Payroll.

Trainee:

- Candidates must be at least 18 years on or before 1 July 2018 and meet the minimum entry as follows: 1 A Level or 2 AS Levels and minimum grade C in English and at least one subject from Maths or Accountancy.
- This is an excellent opportunity to obtain a wide range of experience that a medium sized firm can provide.
- With the rising costs of going to university, this approach offers a debt-free, direct route into employment.
- You will qualify faster than if you had gone to university.
- You will start earning straight away. You will also get the same benefits as other employees.
- Successful completion of this programme will give you generous exemptions with ACCA and ICAI.

What do we look for?

- Competent in all aspects of Microsoft office.
- Strong communication and presentation skills.
- Ability to work to deadlines individually and as part of a team.
- Clean driving license and own transport.

Please forward your CV to Irene Spillane:
Irene.spillane@asmmagherafelt.com
or contact Irene on 028 7930 1777 for more information.

Closing date for applications is
Friday 11th January 2019.
We are an equal opportunity employer