



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 individuals for the following position.

Trainee Chartered Accountant (TCA19)

This is an excellent opportunity to obtain a wide range of experience that a medium sized firm can provide. The successful candidates should have or expect to obtain a relevant/non-relevant degree, or similar Accounting Technicians Qualification.

Job summary / responsibilities:

This position involves working as part of a team involved in the delivery of audit, accountancy and tax services to a diverse range of private sector clients. It is a 3 ½ year training contract whereby the successful applicant will be involved in the delivery of the following services over the period of their contract:

- preparation of manual and computerised accounts;
- preparation of client's VAT returns and self-assessment tax returns;
- completion of client's company secretarial duties;
- completion of audits of a wide range of clients;
- completion of work on company's and individual's tax enquiries;
- liaison with clients and other professional advisors; and
- developing and maintaining good working relationships with clients.
- any other duties requested by Management.

Essential requirements:

- strong numerate, written and communication skills;
- high levels of commitment, enthusiasm and initiative;
- strong organisational skills including the ability to multi-task and meet deadlines;
- ability and confidence to deal with clients;
- good communication skills;
- ability to work flexibly and on own initiative; and
- ability to work as a team player.

Please contact Irene Spillane on
02879301777, or

irene.spillane@asmmagherafelt.com

for a standard application form.

Please attach a recent photograph to the application form.

Incomplete application forms will not be considered.

Closing date for applications is

Friday 8th February 2019

We are an equal opportunity employer