

Trainee Chartered Accountants – Newry Office

Applications are invited from students having obtained, business and non-business degrees and from students who are studying for, or having obtained, post-graduate accountancy qualifications.

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. 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.

Closing date for all applications is Friday 22nd March 2019

For an Application Pack please contact Majella Hughes on Tel: 028 302 69933, Email: majella.hughes@asmnewry.com

We are an equal opportunities employer