

Trainee Accounting Technicians – Newry Office

Applications for the position of Accounting Technician are invited from students wishing to obtain a qualification with Accounting Technicians Ireland.

Job responsibilities:

- Preparation of manual and computerised accounts
- Preparation of clients VAT returns and self-assessment tax returns;
- Completion of work on company's and individual's tax enquiries;
- Liaison with clients and other professional advisors;
- Developing and maintain good work relationships with clients; and
- 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, or Email: majella.hughes@asmnewry.com

We are an equal opportunity employer