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| **Bookkeeper** |
| **About us** David Owen is a leading independent firm of Chartered Accountants. With offices in both Devizes and Marlborough, we invest heavily in staff training and development, offer regular 1:1s and reviews for support and guidance, flexible working hours and a client referral bonus scheme. We are a friendly organisation that recognises high performance and effort. |
| **About our team**We choose our team on attitude first, skills second. We believe when you are working with people with great attitude anything is possible. We are a close-knit team who want the best for each other and our clients. |
| **Location** | Devizes and Marlborough |
| **Salary** | TBC depending on experience |
| **Hours** | 37 hours (Full time) |
| **About you** | We would love to meet you if you can demonstrate:**Working together:*** Encouraging good rapport / team spirit
* Putting forward ideas and ways to improve the workplace

**Working with clients:*** Providing great customer service
* A professional, respectful and friendly manner
* Communicating confidently and ability to build client relationships

**Driving results:*** Taking ownership and responsibility for making things happen on time and accurately
* Seeking solutions to challenges
* Managing and prioritising own workload
* Embracing the use of technology

**Being your best:*** Commitment to developing yourself and embracing feedback and opportunities to learn
* Offering ideas to improve processes and procedures
* Willingness to go the extra mile
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| **About your role** | If you have completed your AAT and have at least 3 years bookkeeping experience, the role of Bookkeeper at David Owen may be perfect for you. Surrounded by a team who are there to support you, the role will include: * Carrying out bookkeeping
* Preparing VAT returns
* Assisting with the preparation of accounts and tax returns
* Liaising with clients to obtain any necessary information and answer any queries
* Identifying additional opportunities to support our clients
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| **Experience** | Essential: Minimum 3 years’ experience working as a bookkeeper in an accountancy practice. Experience with Sage, QuickBooks, Xero.Desired: experience in preparing payrolls |
| **Minimum education** | AAT qualifiedGCSE Maths and English Grade B or above (or equivalent) |
| **Timings** | Please send a copy of you CV via email to contact@davidowen.co.uk or via post to Joe Bunton, Partner, David Owen Chartered Accountants, 17, The Market Place, Devizes, Wiltshire, SN10 1HT.Initial interviews will be competency-based and held in our Devizes office. Written/online tests to also be completed. **Application deadline: 29 October 2021** |