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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 |
| **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 |
| **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 qualified  GCSE Maths and English Grade B or above (or equivalent) |
| **Timings** | Please send a copy of you CV via email to [contact@davidowen.co.uk](mailto: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** |