

## **Trainee Bookkeeper / Business Services (Permanent Position)**

Hours: Full time 38.5 hours per week

Competitive salary and benefits incl. pension, life insurance, referral commission, and attendance bonus

Study package for AAT qualification

Holidays 32 days (20 days plus 8 bank holidays and 4 days over Christmas period)

Torr Waterfield are a privately owned medium sized firm of Accountants based in Leicester providing first class compliance and advisory services to a diverse range of businesses and personal tax clients.

We are looking for a trainee bookkeeper to work in our growing business services/bookkeeping department. No experience is necessary, we will provide on the job training and a study package. A team of friendly and skilled professionals will aid the successful applicant's professional development and offer support when needed.

The role will primarily be the involvement of work on VAT returns and management accounts for businesses in a variety of different sectors. This will involve developing relationships with clients and could include working onsite at client's premises from time to time.

If you are ready for a new challenge and would like to work for a local firm of Accountants with a growing client base, then please get in touch

Required skills:

Strong numerical and IT literacy skills (excel, outlook etc)

High level of attention to detail

Excellent verbal & written communication skills

Be highly motivated & commercially focused

Have the ability to work well in a team

Please send you cv to [claire.bailey@torrwaterfield.co.uk](mailto:claire.bailey@torrwaterfield.co.uk)