

Accounts Assistant, Bournemouth, £16-18,000 (plus bonus)

About us

Intouch is a modern, specialist contractor accounting firm based in Bournemouth. We deliver an excellent service through excellent people, over the phone and online using a bespoke technology platform.

It's an exciting time to join Intouch; we have a high performance culture and ambitious growth plans meaning that strong candidates will develop quickly and be rewarded on their merit. We're looking for an ambitious and experienced Accounts Assistant to join our team and would love to welcome motivated, talented people to join us.

About the role

As one of our team of Accounts Assistants, you will be providing support to the Personal Accountants in the delivery of our service and building strong client relationships of your own. The role involves:

- Preparing Limited Company accounts
- Recording end of year reconciliations
- Resolving client queries and delivering great service
- Maintaining client records and managing internal documents

In return, you will receive a competitive salary, a performance-related bonus, clear career progression and some great benefits, including:

- Holiday starting at 23 days (and increasing with service) plus bank holidays and your birthday off!
- 5% pension contribution
- Access to professional training and personal development opportunities
- Enhanced maternity/paternity/adoption leave plus childcare vouchers
- Free Financial and Mortgage advice plus Life Assurance
- Perkbox Platinum membership

About you

This role would suit someone who is ambitious and looking to develop their career within a fast-paced accountancy firm. You'll be:

- AAT qualified (or almost qualified)
- Customer focused and a great communicator with a service delivery ethos
- Good with Excel, and have excellent admin and organisational skills

If you're an ambitious team player looking for a great opportunity and think you have the skills and experience we're looking for, then get in touch today. Please send your CV along with a covering letter to Hannah Walker, email address: hr@intouchaccounting.com.