

Cummins Accountants – Job Advert

Job title	Bookkeeping and Payroll Technician
Company	Cummins Accountants
Salary	Commensurate with experience
Company Information	Cummins Accountants are a privately owned firm of accountants managing the business and personal accountancy and taxation affairs for a wide range of professional clients with turnover up to £5 million.
Job description	<p>An exciting new opportunity has arisen within the bookkeeping and payroll team for a Bookkeeping and Payroll Technician.</p> <p>Working alongside the existing team, the successful applicant will be responsible for client bookkeeping work, VAT returns, administration of payroll and auto enrolment.</p> <p>Day-to-day responsibilities will include the management of bookkeeping and payroll including Auto Enrolment, as well as answering client queries via telephone, email and in writing. The candidate will be expected to assist and support the rest of the team in any ad-hoc duties.</p>
Skills and qualities	In order to be successful in this position, the candidate must have proven experience (3 years preferred) in bookkeeping and payroll. Must understand payroll processes eg. AE, SSP, SMP etc. Relevant qualifications would be an advantage. Good verbal, written and numeracy skills are essential. Good IT skills are necessary, particularly in using Xero, Sage, VT, QuickBooks, BrightPay, Excel, Outlook and Word. Attention to detail is essential. A good understanding of double entry bookkeeping, payroll and auto enrolment.
Location	Dorchester, Dorset
Vacancy type	Permanent
Job status	Full-time
How to apply	Please send your CV by post or email
Email:	lucy.cuff@cumminsaccountants.co.uk
Website:	http://www.cumminsaccountants.co.uk
Address details	Lucy Cuff Armitage House Victor Jackson Avenue Poundbury Dorchester DT1 3GY
Further information	Full job description and person specification available via the company website