

## Cummins Accountants – Job Advert

<b>Job title</b>	Accounts Technician
<b>Company</b>	Cummins Accountants
<b>Salary</b>	Commensurate with experience
<b>Company Information</b>	<p>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.</p>
<b>Job description</b>	<p>An exciting new opportunity has arisen within the accounts team for an Accounts Technician.</p> <p>Working alongside the existing team, the successful applicant will be responsible for the preparation of business accounts, together with business tax returns and Companies House confirmation statement submissions.</p> <p>The main duties and responsibilities of the role will be to prepare accounts for review by senior staff, including managing all aspects of the account preparation process. Day to day responsibilities will include the management of both statutory deadlines and those imposed by our clients, as well as answering client queries via telephone, email or in writing. The candidate will be expected to assist and support the rest of the team in any ad-hoc duties.</p>
<b>Skills and qualities</b>	<p>In order to be successful in this position, the candidate must have proven experience (3 years minimum) in accounts preparation. Relevant accountancy qualifications would be an advantage. Good verbal, written and numeracy skills are essential. Good IT skills are necessary, particularly Excel, Outlook and Word. Attention to detail is essential.</p> <p>The candidate will have excellent interpersonal and communication skills, and will have a desire to learn progressively throughout their career as they move towards a managerial role.</p> <p>The candidate will be provided with excellent training opportunities and career development whilst working for a highly successful, well established organisation.</p>
<b>Location</b>	Dorchester, Dorset
<b>Vacancy type</b>	Permanent
<b>Job status</b>	Full-time
<b>How to apply</b>	Please send your C.V. by post or email
<b>Email:</b>	debbi@cumminsaccountants.co.uk
<b>Website:</b>	<a href="http://www.cumminsaccountants.co.uk">http://www.cumminsaccountants.co.uk</a>

**Address details**

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**Further information**

Full job description and person specification available via the company website