

Cummins Accountants – Job Advert

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| 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 (5 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 Sage, VT, Xero, 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: | debbi@cumminsaccountants.co.uk |
| Website: | http://www.cumminsaccountants.co.uk |
| Address details | Debbi Cummins 6 Lower Blakemere Road Poundbury Dorchester DT1 3RZ |
| Further information | Full job description and person specification available via the company website |