

Bookkeeper Role BK2023

We at McCleary & Company Ltd are seeking an enthusiastic and highly motivated Accounting Technician to join our growing practice with opportunities in both our Lurgan and Lisburn offices on a part time and/or full time basis. We provide accounts, payroll and bureau, audit, assurance and tax services to our client base which consists of a wide range of SME clients across multiple industries.

The role would suit a candidate that has a desire to further develop their skills and career in a great practice. The successful candidate will receive full training and support from their mentor and other senior members of the team.

The role will consist of:

- Monthly and quarterly bookkeeping for a range of clients including purchase and sales ledger postings, bank reconciliations, VAT etc
- VAT Return preparation
- Payroll processing
- CIS Return completion
- Developing great relationships with clients and providing exceptional customer service
- Supporting other team members with various ad hoc tasks
- Continual development of knowledge and skills
- Meeting internal and external deadlines

What you need to succeed:

- IATI Qualification
- Strong IT skills (MS Office, Xero preferable but not essential)
- Minimum 2 years payroll and bookkeeping experience
- Excellent communication and interpersonal skills
- Good organisational and time management skills
- Ability to work under pressure and meet deadlines
- Willing to learn and adapt to change
- Ability to work in a team but also be able to undertake work independently

What's in it for you:

- Opportunity for hybrid working
- Competitive Salary
- Employer pension
- 30 days leave including stat days pro rata

Next Steps:

For further information and to apply for this role, please send your CV to Stephanie Chambers.

Email: stephanie@mcclearyaccountants.com

Telephone: 028 383 16111

The Closing Date for completed applications is 23 May 2023 at 5.30pm.