



ATHOLL SCOTT
ACCOUNTANCY

Bookkeeper

We have a vacancy for an experienced bookkeeper working Monday to Friday, 35 hours per week.

The successful candidate must be able to work to strict deadlines and be efficient and organised. Applicants must have experience of using Sage Accounts and Microsoft Office. Previous experience of Sage Payroll and IRIS is preferable. Knowledge of other bookkeeping software packages and a full UK driving licence would be an advantage.

Main duties include but are not limited to: Bookkeeping for a variety of clients, encompassing general bookkeeping primarily through Sage and Excel, VAT return preparation and PAYE services.

Salary negotiable based on experience.

To apply, please submit your CV and cover letter to Kerri Stables at:
kerri@athollscott.co.uk

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