

Bookkeeper (Inverurie)

Full or Part Time



We have a vacancy for an experienced bookkeeper within our Inverurie office. Full or Part time applications will be considered provided they meet the below criteria.

The successful candidate must be able to work to strict deadlines and be efficient and organised. Applicants must have experience of using online accounts packages and Microsoft Office. Previous experience of Sage Payroll and IRIS is preferable. 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

Atholl Scott Ltd, Victoria House, 13 Victoria Street, Aberdeen, AB10 1XB