

Trainee Bookkeeper

We have a vacancy for a Trainee Bookkeeper in our Inverurie office working Monday to Friday, 35 hours per week. This is an entry level position where full training and support will be provided to gain industry recognised accreditations.

Entry Requirements:

- Candidates must have a good standard of secondary education to National 5 (N5) qualifications level with passes in Maths and English – Essential
- Excellent interpersonal and communication skills, both verbal and written
- Strong team work ethic
- Good understanding and experience in Microsoft Office products, including Excel and Word

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.

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