

The Company – Exchange Accountants Limited

We are a dynamic, modern, and rapidly growing Accountancy Practice based in Lisburn.

We are building an A+ team and we only want the best people in that team. It is important to us that each person in our team has an input and that input makes a difference to our company.

We are based close to Lisburn City Centre and are Northern Ireland's leading cloud based Accountancy Practice and were the first company in Ireland, north and south to have achieved Xero Gold Partner Status. Xero is the global leading cloud accounting platform.

Working in the cloud allows us to work more closely with our clients, providing them with pro-active business and tax advice based on accurate and timely financial information.

The Position

We are currently recruiting for an experienced Bookkeeper /Accounting Technician for our growing Business Support department.

As well as working in our modern office close to Lisburn City Centre, the position may require you to attend client premises on an ad hoc basis.

Your typical day-to-day responsibilities would include:

- Bookkeeping to include:
 - Sales and purchase ledger maintenance
 - Bank reconciliations
 - VAT return preparation
- Payroll (UK and ROI) administration
- CIS administration
- Self-Assessment Tax Return experience would be preferable but not essential

The Person

The successful candidate will be required to fulfil the following essential criteria.

- Be a qualified Accounting Technician or have the equivalent experience
- Have excellent bookkeeping experience preferably with Xero
- From day one, be willing to take on a sizable bookkeeping portfolio of differing sizes of clients and in industry sectors and deadlines and can manage the relationships within that portfolio.
- Have at least two years' experience using a Cloud accounting platform preferably Xero

- Have excellent communication and presentation skills
- Be flexible in your approach to both clients and other team members
- Able to work to tight deadlines, both internal and statutory
- Have clean driving licence and access to your own transport

The following criteria would be desired but not essential for the successful candidate:

- Have at least three (and preferably more) years' experience in accounts preparation
- Have bookkeeping and payroll administration experience in a medium size practice environment
- Be technically proficient in the use of Accounts Production Software
- Be technically proficient in aspects of the various Microsoft Office applications.

We are offering

- A competitive basic salary (***£19,000 to £24,000***) tailored to attract the best person
- Potential for performance-based bonuses.
- Access to a company pension scheme
- A suitable training package to assist you in achieving your career goal aspirations.
- Flexible working arrangements

What you need to do now

If you feel that you have the right ability and attitude for this challenging position please forward an up-to-date CV , including at least two referees, to info@exchangeaccountants.com with a covering letter explaining to us why we should consider you for this fantastic role within our company.

Exchange Accountants Limited is an equal opportunity employer.