

moore green

chartered accountants

Taxation & Payroll Assistant Part Time (circa 22 hours p.w.)

Competitive Salary

Due to our increased workload we are looking to recruit a suitable candidate to join our existing team at our central Sudbury accountancy practice.

The successful candidate will be required to complete and submit client tax returns whilst also helping with the production of clients weekly and monthly pay runs. They should have excellent communication skills both verbal and written. Ideally they should have recent relevant experience in using Sage Suite software and Microsoft Office programmes, experience in using electronic document storage software is desirable. The successful candidate will be professional and customer focused and be confident working as part of a team.

Closing Date 17th April 2017

Accounts Trainee (From Aug 2017)

Full training package + initial training salary of £11,250 (increasing on satisfactory exam completion)

We are looking to recruit an A level student (completing in 2017) to train with us to become a qualified accountant. Relevant training will be a combination of college and work based study. Please indicate predicted A Level grades when applying.

Closing Date 15th May 2017

Please apply in writing with a full cv to:

Mr N Farr
Moore Green Chartered Accountants
22 Friars Street
Sudbury
Suffolk CO10 2AA