

## Senior Book Keeper for Chartered Accountant – Devon Border

The successful candidate must have:

- A very good working knowledge of Sage accounts package
- A very good working knowledge of the operation of VAT generally.

The successful candidate would also ideally:

- Have an understanding of partial exemption VAT rules
- Be able to manage other staff and work flow
- Be able to work under own supervision but as part of a team
- Be organised and orderly
- Be generally IT literate to include use of Excel, Word, Outlook and the Internet

If you wish to work with a progressive organisation and forge a career in accounts and finance, this is the post for you.

Experience is essential, and ideally qualifications, but not essential. Excellent communication skills, via different media, and a willingness to learn and gain knowledge within the sector, and train others.

Apply via cv, email address is [angela@asrecruiting.co.uk](mailto:angela@asrecruiting.co.uk) or post the cv or send via the website.