



Accountants for Business

AIMS Accountants for Business in Bexley are looking to recruit a *part time* **Accounts Assistant**.

To be the perfect applicant you should be able to demonstrate previous experience working in a busy practice with a range of small and medium sized business clients.

Essential criteria will include preparing self-assessment tax returns, book-keeping, incomplete records, rental accounts, CIS and VAT returns. A good working knowledge of QuickBooks on-line and clients in the construction industry would be a huge advantage. Tax or accounting qualifications are desirable but not a necessity.

We need someone who is available to work in the office Tuesdays and Fridays, but we can be flexible on hours, and overtime will likely be available to cover absences.

If interested email your CV to joanna.mcGovern@aims.co.uk