

Bookkeeper / Payroll Clerk (Trainee)	
<p>About us David Owen is a leading independent firm of Chartered Accountants. With offices in both Devizes and Marlborough, we invest heavily in staff training and development, offer regular 1:1s and reviews for support and guidance, flexible working hours and a client referral bonus scheme. We are a friendly organisation that recognises high performance and effort.</p>	
<p>About our team We choose our team on attitude first, skills second. We believe when you are working with people with great attitude anything is possible. We are a close-knit team who want the best for each other and our clients.</p>	
Location	Devizes and Marlborough
Salary	TBC depending on experience
Hours	37 hours (Full time)
Contract	Apprenticeship
About you	<p>We would love to meet you if you can demonstrate:</p> <p>Working together:</p> <ul style="list-style-type: none"> • Encouraging good rapport / team spirit <p>Working with clients:</p> <ul style="list-style-type: none"> • Providing great customer service • A professional, respectful and friendly manner • Communicating confidently and build relationships <p>Driving results:</p> <ul style="list-style-type: none"> • Taking ownership and responsibility for making things happen on time and accurately • Seeking solutions to challenges • Managing and prioritising own workload • Embracing the use of technology <p>Being your best:</p> <ul style="list-style-type: none"> • Commitment to developing yourself and embracing feedback and opportunities to learn • Willingness to go the extra mile
About your role	<p>If you would like to start your journey to becoming a Bookkeeper / Payroll Clerk, the apprenticeship role at David Owen may be perfect for you. Surrounded by a team who are there to support you, the role will include:</p> <ul style="list-style-type: none"> • Processing client payrolls on a weekly, fortnightly or monthly basis • Carrying out bookkeeping • Preparing VAT returns

	<ul style="list-style-type: none"> • Assisting with the preparation of accounts and tax returns • Meeting client expectations in terms of accuracy and timescales for delivery of work and being highly responsive to client needs • Liaising with clients to obtain any necessary information and answer any queries
Study	Study/tuition costs towards professional qualifications in bookkeeping and / or payroll to be funded by David Owen
Experience	None required, though any customer-facing experience may be an advantage.
Minimum education	3 A-levels (or equivalent) – predicted Grade B or above. GCSE Maths and English Grade 6 or above
Timings	<p>Please send a copy of you CV via email to contact@davidowen.co.uk or via post to Joe Bunton, Partner, David Owen Chartered Accountants, 17, The Market Place, Devizes, Wiltshire, SN10 1HT.</p> <p>Initial interviews will be competency-based and held in our Devizes office. Written/online tests to also be completed.</p> <p>Application deadline: End March 2022</p> <p>Start date: Preferably from 1 July 2022 (but can be negotiated)</p>