

<b>Accountant and VAT Coordinator</b>	
<b>About us</b>	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.
<b>About our team</b>	We choose our team on attitude and skills. 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.
<b>Location</b>	Devizes (and Marlborough)
<b>Hours</b>	Full time, Monday to Friday
<b>Contract</b>	Permanent
<b>Salary</b>	TBC depending on experience and qualifications
<b>About you</b>	<p>We would love to meet you if you can demonstrate:</p> <p><b>Working together:</b></p> <ul style="list-style-type: none"> <li>• Encouraging good rapport / team spirit</li> <li>• Putting forward ideas and ways to improve the workplace</li> </ul> <p><b>Working with clients:</b></p> <ul style="list-style-type: none"> <li>• Providing great customer service</li> <li>• A professional, respectful and friendly manner</li> <li>• Communicating confidently and ability to build client relationships</li> </ul> <p><b>Driving results:</b></p> <ul style="list-style-type: none"> <li>• Taking ownership and responsibility for making things happen on time and with a high level of attention to detail</li> <li>• Seeking solutions to challenges</li> <li>• Managing and prioritising own workload</li> <li>• Embracing the use of technology</li> </ul> <p><b>Being your best:</b></p> <ul style="list-style-type: none"> <li>• Commitment to developing yourself and embracing feedback and opportunities to learn</li> <li>• Offering ideas to improve processes and procedures</li> <li>• Willingness to go the extra mile</li> </ul>
<b>About your role</b>	<p>If you are passionate about accountancy and have completed your accounting studies, the Accountant and VAT Coordinator 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"> <li>• Preparation of accounts and tax returns</li> <li>• Bookkeeping and preparing VAT returns</li> <li>• Managing queries for both business and personal clients</li> </ul>

<b>Experience</b>	Minimum 3 years' experience working in an accountancy practice so can hit the ground running Experience with Sage, QuickBooks, Xero essential
<b>Minimum education</b>	AAT qualified GCSE Maths and English Grade B or above (or equivalent)
<b>Timings</b>	Please send a copy of you CV via email to <a href="mailto:jstone@davidowen.co.uk">jstone@davidowen.co.uk</a> or via post to Julie Stone, Practice Development, David Owen Chartered Accountants, 17, The Market Place, Devizes, Wiltshire, SN10 1HT. Initial interviews will be competency-based and held in our Devizes office. Written/online tests to also be completed.