



ACCOUNTS • TAX • VAT • PAYROLL

We're Hiring!

P/T Bookkeeper/Admin Assistant

We have an exciting opportunity in our Belfast office

About the role

The successful candidate will be responsible for providing bookkeeping services and preparing VAT returns for the practice's clients within stipulated deadlines. The candidate will also be required to produce other financial information and reports as required.

Our staff benefit from

- A supportive team
- Training & Skills development
- Private Health Ins (after completion of probationary period)
- Pension Scheme

**For a full job description - enquire inside
or call**

0289 0452766

or email

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