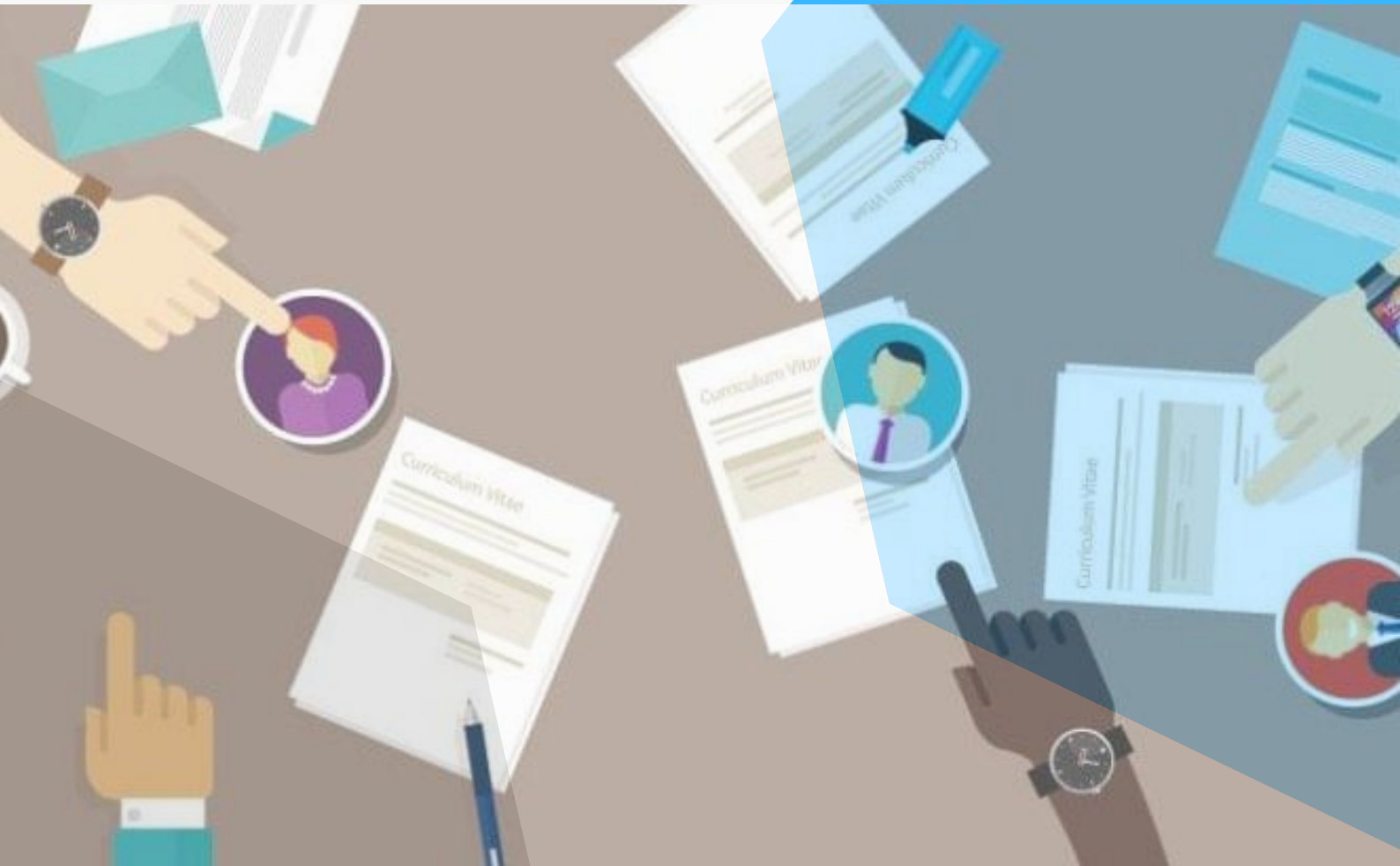


WE ARE HIRING

ACCOUNTS APPRENTICE



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Alextra
accountants

Role

We are looking for an additional full-time Accounts Apprentice to join our busy Accounts practice in Crewe. We are currently experiencing a period of growth and this is an exciting opportunity for an accounts apprentice to develop a thorough working knowledge of accountancy.

Duties

Successful candidates will be involved in our client-focused services, which include preparation of business accounts, tax, bookkeeping, VAT, payroll and administrative work. With time and experience the individual will be expected to use initiative and their acquired skillset to work independently.

Requirements

Candidates should be able to work well within a team environment and be able to follow instructions accurately. They should also have clear and concise communication skills via the telephone, verbal and written. Our ideal candidate will be enthusiastic and have good time management skills, excellent numeracy skills and excellent accuracy and attention to detail. Previous work experience within an accountancy or office environment would be advantageous but not essential.

Qualifications required include Maths, English and Science GCSE Grade C or 5 as a minimum and individuals should be computer literate with knowledge of Word, Excel & Outlook.