



Graham Reid
Accountancy

Job Title: Bookkeeping Positions

Location: Eyemouth/Berwick

Company: Graham Reid Accountancy

Salary: Competitive, based on experience

Job Type: Full-Time | Part-Time | Permanent

Job Summary

We are seeking detail-oriented and reliable Bookkeepers to join our team. The ideal candidate will be responsible for maintaining accurate financial records, managing accounts payable and receivable, and ensuring compliance with relevant regulations. This role requires experience in various accounting software and an understanding of bookkeeping principles.

Responsibilities

- Maintain accurate financial records and ledgers.
- Process accounts payable and receivable transactions promptly.
- Reconcile bank statements and ensure all transactions are accounted for.
- Prepare monthly financial reports to assist management in decision-making.
- Utilise accounting software such as Xero, QuickBooks for efficient record keeping.

Skills

- Proficiency in accounting software, particularly Xero and QuickBooks.
- Strong understanding of accounts payable processes and bookkeeping principles.
- Excellent attention to detail and organisational skills.
- Ability to work independently and manage multiple tasks effectively.
- Strong analytical skills with a problem-solving mindset.
- Good communication skills to liaise with clients and team members.
- Experience in preparing financial statements is an advantage.

What We Offer:

- Competitive salary, dependent on experience
- Supportive and friendly working environment
- Opportunities for professional development and career progression
- Modern, flexible working arrangements
- Exposure to a broad and varied client portfolio

If you are a motivated individual with a passion for numbers and a commitment to accuracy, we encourage you to apply for this exciting opportunity as an Accounts Assistant.

We look forward to hearing from you.