



# WATSON & COLHOUN

## CHARTERED ACCOUNTANTS

Registered Office: Unit B15  
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### Higher Level Apprenticeship Trainee Accounting Technician

We currently have a vacancy for a Trainee Accounting Technician to join a long-established accountancy firm with an excellent reputation based in our office in Omagh. This is an opportunity for a candidate who is on their way to receiving excellent A-Level results to commence their Accountancy career.

The successful candidate will receive support financially through course fees, time off for study and exams and will have the opportunity to learn and develop through our experienced team mentors and through exposure to a wide range of clients, businesses and sectors in an excellent working environment.

#### Job Duties:

Assistance with basic bookkeeping activities to include processing sales & purchase invoices, processing cheque payments, direct debits & transfers and completion of bank reconciliation and entering data into accounting software.

Completion of monthly and quarterly VAT returns for both UK and ROI companies mainly using cloud software but also on Excel.

Other responsibilities for the successful candidate will include the following:-

- Preparing financial statements for partnerships and sole traders.
- Ensuring that accounting records for clients are maintained and kept up to date.

#### Eligibility criteria:

- Minimum of 5 GCSE's A-C grade, to include a minimum Grade B in Maths and Grade C in English or 96 UCAS points.
- Proficient IT skills, especially in Microsoft Excel and Word.
- Good analytical and numeracy skills.
- Ability to multi-task and manage deadlines.
- Accuracy and attention to detail.
- An ability to work independently and as part of a team.
- Excellent time management skills.
- Keen eye for detail.
- Commitment towards studying and passing exams.

If this sounds like the perfect role for you and you are ready to join our team, then please send your CV application to [info@watsoncolhoun.co.uk](mailto:info@watsoncolhoun.co.uk).

Watson & Colhoun are an equal opportunities employer.



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