

## Job Profile | Qualified Accountant

### Location:

Bridge Chartered Accountants, Unit G, Forestview Office Park, Purdy's Lane, Belfast, BT8 7AR

### Required Skills & Qualifications

- Qualified Accountant with recognised professional certificate
- Newly qualified or 1 years post qualification experience working in an accountancy practice
- Excellent communication and interpersonal skills
- Excellent organisation skills and be able to manage multiple tasks in a busy environment
- Competent in accounting software and in Microsoft Office suite

### Duties & Responsibilities

- To assist in the accounts function of the firm which will include ensuring compliance deadlines are adhered to.
- To prepare and finalise audit and accounts to a high standard.
- To assist the Partners in ensuring the firm complies with all relevant audit and accounting legislative requirements.
- Reporting to and working with Managers and Partners.
- Assisting with the supervision and training of junior staff.
- Updating of records and procedures as required.
- To carry out one off assignments as and when required.
- To ensure you maintain your own knowledge.
- To constantly strive to add value to the practice.



### Benefits

- Competitive salary
- 36.5 hour working week
- 22 days annual leave + 11 public statutory holidays
- Employer pension contributions
- 2pm Finish on Fridays
- We promote an excellent work / life balance

If you are interested in joining our growing team please send your CV with a covering letter to:

[Clare.mcquaid@bridgeaccountancy.com](mailto:Clare.mcquaid@bridgeaccountancy.com)

Unit G  
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