



## **JUNIOR ACCOUNTING ASSISTANT**

We are seeking to appoint a Junior Accounting Assistant to work in our Accounting Department. The successful applicant will provide support to the accounting team of the law firm and other related entities. Duties will include, but not be limited to:

- Basic data entry for cheques, trust accounts and banking transactions
- Assisting with preparation of client invoices
- Opening and closing accounts and physical filing
- Assisting with accounts payable function and posting of client disbursements
- Providing cover for reception and company search duties

### ***The successful candidate will have:***

- A good level of education, preferably with an Associates degree
- A book-keeping qualification and a willingness to undertake further accounting courses
- Experience of working in a law firm an advantage
- A self-starter attitude with the ability to organize a heavy workload with minimum supervision and to operate in a demanding environment
- Excellent computer skills in Microsoft Word and Excel
- Strong communication, written/ oral and numerical skills together with strong organizational skills
- A professional personality who can work with people at all levels of the organization

Applications with detailed resume should be sent to:

**Wakefield Quin Limited**, Victoria Place, 31 Victoria Street,  
Hamilton HM 10 ref: AY or by email to: [hr@wq.bm](mailto:hr@wq.bm)

***Closing Date: 31st July, 2017***