

Trainee Bookkeeper – Job Description

Tattersall Bailey is looking for a well-organised trainee bookkeeper to join its team. The company is rapidly expanding and there is scope for the job role to grow with the firm.

Candidates will work closely with our experienced accounting team to gain hands-on experience in bookkeeping and accounting practices, looking after the management accounts of a portfolio of our key clients. They should have excellent attention to detail and be personable with good communication skills. Full training will be provided and a formal bookkeeping qualification can be offered.

Job title	Trainee Bookkeeper
Location	Carlisle and Cockermouth (split time between offices)
Employment type	Full-time, permanent (will consider part-time, let us know what hours you can do)
Company Overview	Tattersall Bailey is a modern, cloud-based accountancy practice with offices in Cockermouth and Carlisle. We are passionate about delivering excellent accounting and tax solutions to our rapidly expanding client base.
Reports to	Practice manager and partners
Salary	Competitive salary based on skills and experience
Benefits	25 days holiday plus bank holidays (26 after 5 years) Birthdays off (in addition to holiday allowance) Smart/casual dress code Flexitime Bonus for new client introductions Friendly team/staff socials Potential for career advancement within the company
Primary responsibilities	Maintain accurate financial records and ensure compliance with relevant regulations Record financial transactions, including purchases, sales, receipts, and payments Reconcile bank statements and other accounts to ensure accuracy Assist with the preparation of financial reports, such as balance sheets and income statements Support the processing of invoices, receipts, payments, and other financial documents Build a relationship with a portfolio of clients Learn and utilise accounting software and systems Assist with month-end and year-end closing procedures Provide administrative support to the accounting team as needed

	Perform other duties as assigned by senior accounting staff
Essential skills and experience	<p>Core GCSE's</p> <p>Strong attention to detail</p> <p>Good communicator</p> <p>IT literacy, especially Microsoft Office</p> <p>Organisation, excellent time-management</p> <p>Team player</p> <p>Willingness to learn and adapt to new tasks and challenges</p>
Desirable skills and experience	<p>A-Level or equivalent qualification in a related subject</p> <p>Basic understanding of accounting principles and practices</p> <p>Previous experience in a similar role or with accounting software</p>
Contact details	<p>Please contact Susi Seward, practice manager, for more information or to submit a CV and cover letter.</p> <p>Susi.seward@tbc.uk.com</p> <p>01900 826111</p> <p>Applications will be reviewed on a rolling basis until the position is filled.</p>