



require a

## **TRAINEE ACCOUNTS ASSISTANT**

for their office in Totnes. This is an exciting opportunity to develop a career in accountancy. The company will provide on-the-job training and you will study for the AAT qualification.

Applicants should have achieved a minimum of 5 'C' grades at GCSE including Maths and English.

Responsibilities will include processing purchase and sales invoices, supplier payments, customer receipts, credit control, reception / Admin duties.

The successful applicant must have an excellent telephone manner and a basic knowledge of computers.

This is a full time position and hours are from 10am to 6pm.

A+ Training will be dealing with initial enquiries. To apply please email your CV to [leanne@aplustraining.co.uk](mailto:leanne@aplustraining.co.uk) by 14 December 2009.

Initial interviews 22 December 2009.