



Chartered Accountants

are looking to recruit an

ADMINISTRATIVE TRAINEE

for its offices at Queen Anne's Battery. This is an exciting opportunity for someone looking to develop a career in administration. On-the-job training will be provided and you will work towards the NVQ2 in Business and Administration.

Applicants should have achieved a minimum of 5 GCSEs at Grade C or above. In addition, typing skills are essential and a working knowledge of Word and Excel is desired. Filing is an integral part of the job.

A+ Training will be dealing with initial enquiries. To apply please email your CV to kirsty@aplustraining.co.uk by Sunday 6th December.

Initial interviews will take place on 15 December.