

Bookkeeper and VAT filer

About us

We are a well-established, medium-sized accountancy practice situated in the heart of Ashley Cross in Poole. We cater for a wide range of clients, from those with a rental property to well-established companies. Most of our clients are local, but we extend nationally also. We are looking to expand our experienced and friendly team as our business grows.

Terms

Salary: £25,000 - £30,000 depending on qualifications and experience
 Contracted Hours: 37 ½

Person Specification

AREA	PREFERABLE / ESSENTIAL
Experience	
Bookkeeping for a variety of businesses	Essential
Preparing VAT returns for a variety of businesses	Essential
Working in an accountancy practice	Preferable
Working as part of a bookkeeping team	Preferable
Knowledge	
Competent in Microsoft Excel	Essential
High level of competence in data entry in Sage 50 Accounts software and Xero cloud software	Essential
Detailed understanding of VAT Outputs and Inputs	Essential
Thorough knowledge of how to reconcile bank balances, sales ledgers, purchase ledgers	Essential
Understanding of correct treatment of different VAT schemes (Flat Rate/Retail)	Preferable
Detailed understanding of how to handle subcontractor payments/CIS (Construction Industry Scheme)	Preferable
Key Skills	
Can work to deadlines and manage own workload	Essential
Thorough with high attention to detail	Essential
Confident in answering phones and making calls to clients and other agencies	Essential
Can assess and prioritise important tasks, without losing sight of others	Essential
Friendly, polite manner	Essential

Conscientious working ethos, open to improving and developing	Essential
Able to carry out tasks independently, without direct supervision	Essential
Will take the initiative to identify tasks to be done	Essential

Job Description

Working independently on:

- Requesting required paperwork/records from clients.
- Chasing clients for outstanding paperwork/records.
- Reviewing clients' records prior to commencement of bookkeeping to ensure essential documents received.
- Entering clients' transactions onto Excel/Sage/Xero (and others), as appropriate.
- Reconciling various control accounts, such as bank accounts, sales ledgers, purchase ledgers, etc.
- Addressing any queries with a client that arise during the preparation of their bookkeeping
- Completing and filing VAT returns.
- Maintaining organised and complete filing systems of clients' paperwork.
- Reviewing client's bookkeeping systems prior to submitting their VAT return.
- Organising workload to ensure strict deadlines are met.
- Communicating with a number of clients regarding their bookkeeping affairs.
- Communicating with HMRC VAT office when required.

To assist the other teams with:

- Payroll & CIS – reconciling subcontractor payments and CIS tax paid
- Admin – updates to onboarding/exit procedures from a HMRC VAT perspective
- Accountants – assist with their Bookkeeping/VAT queries that may have arisen when preparing the year end accounts or otherwise.

What we can offer you

- Flexible working hours, where staff cover allows
- Hybrid working possible (at least 3 days must be office based)
- Opportunities for overtime
- Working within a supportive and friendly team
- On-site staff parking
- Staff socials
- Extended holiday allowance over the Christmas period
- Relaxed working atmosphere