

Bookkeeper/Accounts Assistant

Salary: Negotiable
 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 office environment	Preferable
Working as part of a team	Preferable
Knowledge	
High level of competence in Excel and Sage Line 50	Essential
High level of competence in Xero	Essential
Detailed understanding of VAT Outputs and Inputs	Essential
Detailed understanding of correct treatment of different VAT schemes (Cash, Flat Rate)	Essential
Detailed understanding of how to handle subcontractor payments/ CIS (Construction Industry Scheme)	Preferable
Thorough knowledge of how to reconcile bank balances, sales ledgers, purchase ledgers.	Essential
Key Skills	
Can work to deadlines	Essential
Confident in answering phones and making calls to clients and other agencies	Essential
Attention to detail	Essential
Can assess and prioritise important tasks, without losing sight of others	Essential
Friendly, polite manner	Essential
Conscientious working ethos	Essential
Able to carry out tasks independently, without direct supervision	Essential
Keen to contribute to the progression of the business	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.
- Communicating with a number of clients regarding their bookkeeping affairs.
- Completing and filing VAT returns.
- Organising workload to ensure strict deadlines are met.
- Maintaining organised and complete filing systems of clients' paperwork.
- 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 any VAT queries they may have arisen when preparing the year end accounts or otherwise.

What we can offer you

- Flexible working hours, where staff cover allows
- 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