



Bookkeeper

Part-time/Full-time

Job brief

We are looking for a skilled PT Bookkeeper to maintain our clients' financial records, including processing receipts.

The Bookkeeper duties include working closely with our Tax Accountant and team to create and analyse financial reports and ensure legal requirements compliance and tax payments are fulfilled.

Our ideal candidate holds an accountancy qualification (preferably MAAT level 4, AATQB) and is familiar with accounting software packages, such as Sage Cloud, Xero and Quickbooks.

Ultimately, the Bookkeeper's responsibilities are to accurately record all day-to-day financial transactions for our clients'.

Responsibilities

- Record day to day financial transactions and complete the posting process
- Verify that transactions are recorded in the correct day book, suppliers' ledger, customer ledger and Nominal ledger
- Strong understanding of COA (Chart of Accounts)
- Perform Bank and cash reconciliations
- Control Account reconciliations
- Bring the books to the trial balance stage
- Perform partial checks of the posting process
- Complete tax returns such as VAT and CIS
- Enter data, maintain records and create reports and financial statements
- Process Timesheet (hours) and possible other payroll duties.

Requirements

- Proven bookkeeping experience, 2 years+
- Solid understanding of basic bookkeeping and accounting principles
- Proven ability to calculate, post and manage accounting figures and financial records
- Data entry skills along with a knack for numbers
- Hands-on experience with spreadsheets and proprietary software
- Proficiency in English and in MS Office
- Customer service orientation
- High degree of accuracy and attention to detail

To apply please send in your CV and cover letter outlining why you are suited for the role.

Send application hr@angleaccountants.co.uk