

JOB TITLE: Bookkeeper

REPORTING TO: Bookkeeping Manager

LOCATION: Uckfield, East Sussex

This is a highly deadline-based role so, at times, flexibility on hours in peak times will be required. Extensive knowledge of VAT is desirable, although not essential.

CORE RESPONSIBILITIES

- Input and review data
- Review and maintain sales, purchase and general ledgers
- Post and review month end journals
- Adhere to proper accounting standards
- Meet deadlines and time budgets
- Advise managers of any outstanding issues
- Complete and review VAT returns
- Maintain a full and accurate audit trail by filing and referencing documents
- Liaise with other departments such as Payroll
- Travel to and work from client sites if required
- Prepare and review management accounts from information and documentation received from clients, ensuring that all relevant deadlines are met
- Complete each assignment before passing to the manager for review
- Develop and maintain good client relations
- Liaise with clients directly or through relevant manager to resolve queries or obtain further information
- Ensure a high level of service to meet client's expectations
- Ensure that all hours worked on assignments are correctly recorded
- Training and supporting more junior members of staff and clients

SKILLS AND EXPERIENCE

Essential

- Excellent verbal and written communication
- Ability to work as part of a team and independently
- Previous proven book-keeping experience in an office environment
- Numerate and analytical with excellent written and verbal communications skills
- Evidence of being a proactive, self-starter who can manage changing priorities in a demanding environment
- Intermediate/advanced Excel, Xero, Sage 50