

Butt Miller

Chartered Accountants



Bookkeeper

Job Description



Preferred Systems Experience (but not required)

Xero, Dext, IRIS payroll, Sage L50, Excel based cash books

Preferred Qualifications (but not required)

AAT

Relevant Experience

Managing a portfolio of bookkeeping clients

Experienced bookkeeper with a good knowledge of the VAT rules on what can and cannot be claimed

Previous experience of working in an 'outsourced' finance function where regular contact is needed with both the client and their suppliers and customers managing all aspects of the day to day bookkeeping including managing the accounts inbox, purchase and sales ledgers, credit control and bank reconciliations

Main Duties and Responsibilities

Day to day bookkeeping for a portfolio of clients

Managing the accounts inbox, dealing with queries, processing of purchase invoices, bank reconciliations, receipting of sales invoices, processing expense claims, processing the payroll journal

Processing VAT returns, understanding VAT requirements, concepts and calculations

Setting up new clients on the bookkeeping system and registering VAT schemes with HMRC

Ensure year end files are complete with backup schedules to support balance sheet figures

Direct Reports

None

Analytical and Judgemental Skills

To handle bookkeeping and payroll enquiries on a day to day basis and know when to escalate the problem to your line manager to ensure they are kept fully up to date

Communication Skills

To speak with confidence in all client handling situations and when liaising with our clients' suppliers and clients

To write clear, concise emails

Personal Qualities

Be capable of working in a busy office environment and handling various telephone queries on a daily basis

Work independently

Strong attention to detail and reliable

To demonstrate utmost integrity and confidentiality, self-motivation and tact

Able to gain the trust of clients and colleagues

Capable of managing several tasks and priorities at once

Interested? Please send your CV and a covering letter to the details below

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www.buttmillers.co.uk