

Job description: Experienced practice based bookkeeper and accountant

Full Time – Mon – Fri 37.5 hours flexible between 8.30 to 5.30

Part time hours or job share a possibility

Pay rate will be dependent on qualifications and experience

Permanent

The candidate would be responsible for bookkeeping on Sage and various cloud based accounting packages. They would also be required to draft accounts from bookkeeping records for sole traders, partnerships and limited companies. A good understanding of VAT is essential.

About Catherine Bennett Ltd:

Catherine Bennett Ltd is a firm of chartered accountants with a chartered tax adviser providing accounting and taxation services including VAT, bookkeeping and payroll. We pride ourselves on our high level of customer service dealing with sole traders, partnerships and limited companies from all different sectors.

Responsibilities include:

Bookkeeping and accounts preparation - Essential

- Highly competent in double entry bookkeeping, reconciliation of bank and control accounts, dealing with fixed asset additions and disposals and depreciation, lease and HP contracts and posting of journals
- Extensive experience and high level of understanding of bookkeeping on Sage
- Able to prepare the bookkeeping records to trial balance
- Processing of accrual and prepayments
- Closing off year end accounts
- Processing information for VAT returns and submission
- Good level of knowledge and experience with cloud based accounting software

Taxation

Any tax knowledge will be put to good use but is not essential for this role.

Skills needed:

- At least 5 years working as a bookkeeper or accountant in a practice environment
- AAT qualified preferred but not essential
- First class communication skills and be capable of liaising and forming relationships with clients
- To be honest and reliable
- Highly IT literate including Excel, Sage, FreeAgent, Xero and other bookkeeping packages
- Experience of Iris desirable
- Strong interpersonal skills with the ability to build strong relationships and influence others
- Strong ability to manage time and tasks
- Exceptional attention to detail, and highly organised whilst working to tight deadlines

- Self-starter who thrives in fast paced environment, who can demonstrate the ability to use their own initiative
- Ability to work autonomously and is methodical
- Be a team player

To apply please send your CV and covering letter to cbennett@catherinebennettaca.co.uk

Full contract terms to be discussed and agreed during interview process