

Howard & Co Chartered Accountants

Bookkeeper

Howard & Co are a well-established firm of Chartered Accountants. Our aim is to assist business of all sizes and ensure our clients receive excellent service.

We are a friendly, hardworking team and we are keen to recruit to the best candidates to join the Howard & Co family.

The Role

Experienced bookkeeper to join our team. The ideal candidate will have excellent organisational skills, an eye for detail, and the ability to manage multiple tasks simultaneously.

Responsibilities:

- Preparation of clients bookkeeping and quarterly vat returns, using accounting software particularly Xero, Sage, Microsoft Word and Excel, (weekly, monthly, quarterly).
- Confirming that records are up-to-date and accurate reports are delivered to clients in a timely fashion.
- Ensuring the VAT returns are correct and submitted on time in line with HMRC.
- Provide support to the accounting team.
- Liaising regularly with clients, developing strong, long-term relationships.
- Knowledge of payroll including HMRC PAYE and dealing with the auto enrolment pension process.

Person Specification/Experience:

- Previous bookkeeping experience gained within in accountancy practice or from within an accounts function in industry.
- Qualified by experience or AAT qualified.
- Excellent communication skills and the ability to communicate with clients, colleagues and HMRC.
- Previous practical knowledge of accounting systems such as QuickBooks, Xero or Sage is essential.
- Excellent attention to detail and a high level of accuracy in data entry and financial record-keeping.
- Ability to work independently, manage multiple tasks, and meet deadlines.
- Good communicator at all levels.

The Benefits :

- Salary - tba dependent upon experience
- Full Time - Permanent
- Flexible working will be considered.
- Free parking
- Supportive working environment, family focussed team.

Register your interest by applying today or call Helen on 01254 662414 to discuss this opportunity further, always in complete confidence.