

JOB SPECIFICATION

JOB TITLE:	BOOKKEEPER
REWARD BAND:	£15,000 - £25,000
HOURS:	Basic 40hour week (approx. 8.30am – 5.00pm)
HOLIDAYS:	25 days holiday pa (plus statutory bank holidays)

PERSON SPECIFICATION:

- AAT (final) calibre
- Experience of all areas of finance – up to Trial Balance
- Experience of Sage (line 50)
- Excellent Excel skills
- Excellent communication skills
- Professional and caring
- Working to deadlines
- Attention to detail/accuracy
- Flexible
- Teamplayer

JOB DESCRIPTION:

Job Summary:

To ensure the accuracy and processing of purchase ledger, and the preparation of management accounts to trial balance, whilst supporting the finance team to meet all financial deadlines.

Job Content:

Most Frequent Duties

- Preparation of management accounts to 'Trial Balance' stage and balance sheet reconciliations
- Purchase ledger duties
 - Matching delivery notes to purchase invoices
 - Posting purchase invoices & credit notes
 - Reconciliation of suppliers statements
 - Production of supplier payments
 - Daily day to day supplier queries on purchase ledger
- Production of foreign supplier payments
- Posting of bank payment transactions and bank reconciliations
- Maintenance of excel based fixed asset schedules
- Preparation of prepayments & accruals
- Preparation of VAT returns & Intrastat
- Maintenance of hire purchase and loan accounts
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Occasional Duties In Order of Importance:

- Cover for sales ledger
- Attend to all tasks commensurate with the role
- Any additional duties that reflect the business needs

Responsible to: Financial Controller