

JOB VACANCY

harwoodhutton
accountants
www.harwoodhutton.co.uk

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Position: **Bookkeeper**

Location: **Beaconsfield**

Harwood Hutton Ltd is a successful firm of accountants, tax experts and business growth specialists. We have a strong client base and work in an enjoyable and highly professional atmosphere. We are looking for the right person to join our bookkeeping team.

Reporting to the manager responsible for clients' accounts, this role is responsible for maintaining and updating client records with all aspects of bookkeeping.

The successful candidate will have primary responsibility for the VAT returns and bookkeeping for a range of clients, including sole traders, limited companies and partnerships which come from a selection of industries and vary in size.

Effective communication with clients and colleagues will be essential to obtain the necessary information to allow VAT returns to be submitted and management accounts to be prepared and reviewed before the HMRC reporting deadline. So the successful applicant will:

- **Maintain** and update clients' accounting records (mainly on Xero software)
- **Accurately prepare** VAT returns and submit them to HMRC
- **Communicate** effectively and professionally with clients
- **Support** colleagues and clients as necessary
- **Prepare** Management Accounts as and when required

Although members of the team have their own portfolio of clients, all are required from time to time to assist and support when other staff are on annual or sickness leave. The role is mainly office based but there could be occasions when travel to client premises is required.

Support is available from the immediate manager or director but it is expected that basic bookkeeping functions and processing, including analysis of transactions, will be done with minimal oversight.

Applicants **must have:**

- Previous experience of bookkeeping and preparation of VAT returns
- A good basic knowledge of VAT
- Good communication skills

- Ability and self-discipline to work efficiently and effectively toward meeting VAT return submission deadlines

The following skills and experience would be **advantageous**:

- AAT accounting or bookkeeping qualification
- Experience of Xero Cloud Accounting Software
- Sage Line 50, Microsoft Excel & Word, Quick Books and other accounting software
- Management Accounts experience.

To apply, e-mail your CV and a covering letter to George Templeton at GeorgeTempleton@harwoodhutton.co.uk. Please write 'Bookkeeper' in the subject field.