

JOB VACANCY

harwoodhutton
accountants
www.harwoodhutton.co.uk

March 2019

Position: **Bookkeeper**

Location: **Beaconsfield**

Harwood Hutton is a growing firm with a strong client base and excellent employees. We are looking for the right person to join our bookkeeping team.

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

The incumbent will have primary responsibility for the VAT Returns and bookkeeping for a range of clients including sole traders, limited companies and partnerships who 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 before the submission deadline and Management Accounts to be prepared and reviewed by reporting deadline. So the successful applicant will:

- Maintain and update client's 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
- Occasionally 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 it may be required to travel to client premises.

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 support.

The successful applicants will need:

- Previous experience of bookkeeping and preparation of VAT Returns - essential
- A good basic knowledge of VAT - essential
- AAT Accounting or bookkeeping qualification - advantageous
- Experience of Xero Cloud Accounting Software - advantageous
- Sage Line 50, Microsoft Excel & Word, Quick Books and other accounting software
- Good effective communication skills
- Ability and self-discipline to work efficiently and effectively toward meeting VAT return submission deadlines
- Management Accounts experience – advantageous but not essential

Please send your CV and a covering note to George Templeton at GeorgeTempleton@harwoodhutton.co.uk

Please write 'Bookkeeper' in the subject field.