



## JOB DESCRIPTION

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<b>Job Title:</b>	<b>Bookkeeper</b>
<b>Reports to:</b>	<b>Managers and Partners</b>
<b>Objective:</b>	<b>To perform general bookkeeping duties for a variety of clients, including those in the ecommerce, technology, and construction industries</b>
<b>Location:</b>	<b>York</b>
<b>Working hours:</b>	<b>37.5 per week, worked between Monday to Friday</b>

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### **Key Duties and Responsibilities:**

- Providing a bookkeeping service in house for clients of the firm including processing and maintaining purchase ledger, sales ledger, and nominal ledger
- Bank Reconciliations
- Preparation of VAT returns
- Manage individual workflow as part of our wider outsourcing team, working closely with clients daily
- Dealing with a varied client portfolio including OMBs, in ecommerce, technology and construction industry

### **Person Specification:**

- AAT4 qualified (preferred) or QBE
- At least 2 years' experience of bookkeeping in Practice (preferred) or Industry
- Effective communication skills, both written and in person, with experience of attending and contributing to (client) meetings
- Good IT skills, including experience of using different accounting packages or systems (ideally Xero) and Microsoft Word, Excel, and Outlook
- Accurate, methodical, and organised
- Smart and personable

### **Information about the Digital Finance Team:**

The Digital Finance Team is based across our Sheffield, Cleckheaton, Leeds and York offices. We offer a total accounting solution to help businesses, which includes:

- Financial Accounting
- Tax & Compliance
- Technology Partnerships
- Bookkeeping, Payroll & Administration
- Business Financial Planning, and
- Virtual Finance Director Service