

Book Keeper Maternity Cover (approx 9 months)

We are looking for maternity cover for our bookkeeping role starting in May. The role is for an experienced bookkeeper for a small team and ideal for someone who can hit the ground running! It is a great opportunity as we offer the 3-4 day/month role with flexible working both in terms of hours and location and you will be an integral part of our team at a really exciting time for the business.

Who would we love to join us?

A reliable and experienced book keeper with the following attributes and skills:

Essential:

Positive energy and able to uphold our values at all times
Thinks ahead
Comfortable with high levels of autonomy
Conscientious with high degree of personal organisation and prioritisation skills
Proactive & resourceful
Comfortable working at pace, and working to tight deadlines
Deal with matters with absolute discretion and important to maintain confidentiality at all times
Computer literate and experienced on Apple / Mac products
Excellent communication skills, both verbal and written

Experience:

Experience working with Xero (and Dext)
Experience working alongside accountants
Experience of small teams & high workloads
Experience working from home
Team player
Experience working with Apple products, pages, numbers

Responsibilities :

Handling accounts payable & receivable
Managing Profit & Loss statements and balance sheets
Bank Reconciliations (through Xero)
Processing payments
Processing Payroll
Producing various financial reports
Preparing month end management accounts

What to expect from us:

To feel like a valued, integral part of the team
Flexible hours and approach to work
High levels of trust and autonomy
Self-employed contract with a competitive day rate
