

Position: Bookkeeper

Part time (Monday to Friday 09 00 - 12 30), permanent

£18,525 per annum, pro rata

Application deadline: 24.01.16

Under the management of the Director, the post holder will be primarily responsible for all aspects of day-to-day accounting including posting customer and supplier invoices, reconciliations, cashbook, allocation of receipts and internet banking. The role will also include payroll administration.

Main Duties:

- Post Sales and Purchase invoices/receipts and reconcile Sales and Purchase Ledgers on computer accounts package
- Prepare wages via the appropriate payroll software package, filing all FPS and EPS reports with HMRC on a monthly basis, provide net wages reports for payment to staff and make payment of tax and national insurance as required
- Calculate and organise pension payments under Auto-enrolment scheme via the payroll software package
- Make payments as required on a regular basis eg host family payments
- Pay all suppliers invoices/receipts
- Deal with all queries with suppliers as required
- Undertake all overseas payments and reconcile foreign invoices/receipts
- Issue and reconcile petty cash
- Reconcile company bank statements on computer accounts package
- Prepare Year End paperwork and reports, liaise with company accountant at the year end and at any other times during the year as required
- Keep any and all financial records as required by law and the for the smooth running of the business

General duties:

- Write and answer emails in a timely manner
- Undertake other tasks from time to time as deemed necessary by the Director