



JOB DESCRIPTION

Job Title

Bookkeeper – maternity leave cover

Location

Clarke Infinity Ltd, Radford Business Centre, Radford Crescent, Billericay, CM12 0BZ

Job Purpose Summary

The role is primarily responsible for maintaining the financial records of a company by accurately recording the day-to-day financial transactions of the company

Position Reports to

Simon Clarke, Managing Director of Clarke Infinity

Primary Responsibilities and Main Duties

- Recording financial transactions
- Raising sales invoices
- Processing supplier invoices
- Manage accounts payable and accounts receivable
- Reconcile and balance all Company accounts including petty cash and credit card
- Producing weekly cash analysis reports for the MD
- Preparing monthly cash flows statements, budget and forecasting
- Preparing debtor reports and chase outstanding payments
- Preparing VAT returns and completing online filing to HMRC
- Preparing and processing Payroll including CIS and maternity
- Maintain holiday and sickness records
- Processing new employees/leavers paperwork
- Processing mileage
- HMRC PAYE & NI payments and reconciliation
- Maintain complete filing system to support financial records
- Arrange renewals for Company Insurance and utilities
- Responsible for Fleet Maintenance – Insurance, Servicing, Repairs and MOTs
- To become fully conversant with all areas of the business and office procedures
- To produce accurate work to a high standard paying attention to detail
- To maintain a clean, tidy and safe working environment
- Maintain computer security and backups or other procedures as instructed
- Telephone answering
- General administration tasks

The above is not an exhaustive list of all accountabilities, which the role holder may have and develop over time.

Personal Standards

The ideal candidate must:

- Treat all information and knowledge gained in the workplace as confidential
- Be prepared to work both individually and as a team member
- Work in a cheerful, polite, calm and professional manner
- Dress in a smart business-like manner
- Conduct themselves at all times in accordance with the Clarke Infinity Conditions of Employment and any reasonable general policy statements that may be issued by the Directors of Clarke Infinity

Personal Skills and Experience

The ideal candidate must:

- Have a high standard of literacy and numeracy
- Knowledge of Quick books or similar
- Knowledge of bookkeeping practices
- Knowledge of Microsoft Office especially Microsoft Excel
- Knowledge of generally accepted accounting principles and procedures
- Knowledge of relevant legislation and regulatory requirements
- Knowledge of data management and financial data analysis
- Be dependable and punctual
- Be able to manage and prioritise workloads, working under pressure and to deadline
- Be flexible and have an adaptable approach to work
- Be accurate and have excellent attention to detail

The attributes and skills listed above are not exhaustive but detail those most necessary for the role holder to possess.