



Role: Bookkeeper

Location: Heelan Associates Ltd, 1 The Briars, Waterlooville, Hampshire. PO7 7YH.

Contract type: Full Time, permanent, employed.

Salary: £19,000.00 + – dependent on experience.

Benefits: Flexible working environment and access to an Employee Assistance Program (EAP).

Hours per week: Monday – Thursday 9:00am - 5:00pm, Friday. 9:00 - 4:00pm. (Office based role)

Holidays: 5.6 weeks, plus birthday and Christmas off (additional to the 5.6 weeks).

Job Purpose:

We are growing our team and we would love for you to join us!

At Heelan Associates we are passionate about business. Our team of accounting professionals are commercially focused. Putting our client's needs first, our mission is to use our years of experience and skills in accountancy to create a personalised service that helps businesses to realise their potential for growth.

As part of a team of 26 (and continuously growing) colleagues providing accountancy and business services, we are looking for a Bookkeeper to join and support our *ever-growing* Bookkeeping Department. This role is key to supporting our current accounting needs as well as ensuring that our client's requirements are met within the stringent deadlines with efficiency and accuracy.

Key Responsibilities:

- Reconciliation of all ledgers, bank, credit card, cash and various other control accounts etc.
- Processing of VAT submissions.
- Posting of journals.
- To maintain electronic filing of reports and records.
- To utilise internal recording systems and follow internal procedures to ensure work and data are recorded and completed to an exemplary standard.
- To provide excellent client care both on the phone and in person, delivering reports and updates. This will include answering incoming calls, greeting clients and welcoming them into the office, offering them refreshments and showing them in and out of the building.
- To work effectively and efficiently as part of a close knit bookkeeping team, providing support and cover.
- To participate in activities necessary to support the smooth running of the office environment.
- To carry out relevant CPD required by your professional body (if required),

General duties and flexibility:

To willingly undertake any other tasks as reasonably requested by line managers and comply with all employee policies and procedures of Heelan Associates. This job description is indicative of the range of current duties and responsibilities for the post, it is not comprehensive.

It is inevitable that the duties will change to reflect the evolving needs of our business and it is essential therefore that it is regarded with a degree of flexibility, so that needs can be met. All changes will be discussed with the post holder.

Person Specification

Essential:

- Excellent IT skills (Word and Excel as a minimum).
- Excellent standard of written and verbal communication.
- GCSE Math and English grade C (or new/old equivalent) or above.
- Experience of working in an accounts, finance or similar role.

Desirable:

- Basic working knowledge of Quickbooks.
- Basic working knowledge Xero.
- Educated to AAT Level
- Knowledge of Receipt Bank.
- A good understanding of the double entry system.

Personal Attributes:

- Being able to work to tight deadlines both internally and externally (HMRC).
- Excellent attention to detail.
- To be able to communicate at all levels, across the company and to clients directly.
- Well-presented and dresses appropriately for an office environment with a friendly and positive attitude.
- Self-motivated and confident to ask for help if needed.

If you feel this role is for you, please contact us here, or at the above address with a letter/email outlining why you feel you would be fantastic for the role, and a little information about you.

If you have any questions in advance on the role, please don't hesitate to call.

INTERVIEW DATE WILL BE 12th NOVEMBER 2021

Mrs Alison Bentley (Book-keeping Manager)
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Waterlooville,
PO7 7YH.
Telephone: 02392 240040

Application Deadline: 07/11/2021