



We are recruiting a Bookkeeper!

Surrey Hills Accountancy is a fast-growing accountancy firm based in Chilworth, Surrey, offering comprehensive accounting and tax services to local businesses. We are a close-knit team of professionals who value teamwork, quality service and healthy work-life balance. We are seeking a full-time experienced Bookkeeper to join our team and play a key role in maintaining accurate financial records and supporting our clients' accounting needs.

Job Description

The Bookkeeper is responsible for maintaining financial records, including purchases, sales, receipts and payments. This role requires a thorough understanding of accounting principles and practices, as well as proficiency with accounting software. The ideal candidate will have experience in bookkeeping, an eye for detail and the ability to work efficiently both in a team and independently.

Key Responsibilities

- To maintain accurate records of financial transactions, including purchases, sales, receipts and payments.
- To reconcile bank statements and accounts to ensure accuracy and resolve any discrepancies.
- To manage accounts payable and receivable, including issuing invoices, processing payments and following up on outstanding accounts.
- Payroll processing to ensure timely and accurate payroll administration.
- To prepare financial reports and statements for internal use and for clients, as required.
- To assist with tax preparation, including VAT returns and other relevant tax filings.
- To use accounting software tools such as Xero, Dext and Bright Manager to maintain and update financial records.
- To communicate with clients regarding their accounts, invoices and other financial matters.

Qualifications

- Proven experience as a bookkeeper or in a similar accounting role.
- Strong understanding of accounting principles and practices.
- Excellent attention to detail and accuracy in recordkeeping.
- Strong organisational and time-management skills with the ability to meet deadlines.
- Ability to work independently and take initiative.
- Ability to maintain confidentiality and professionalism.

What We Offer

- Competitive salary based on experience.
- Hybrid working options.
- Opportunities for professional development and training.
- A fun and friendly team environment and a beautiful office location.
- Salary sacrifice pension scheme where the company contributes 4%.
- Private medical insurance, life assurance and health cash plan.
- 25 days holiday.

How to Apply

Please send a covering letter along with your CV to hello@surreyhillsaccountancy.co.uk

