

Bookkeeper

[This example job spec/advert was compiled using the key Bookkeeper responsibilities and skills we see most often requested/listed on the Juggle platform.]

While in our experience the general/macro requirements of the role are transferable across different sectors and company sizes (and therefore the type of advert that attracts high-quality professionals is broadly the same), please read the text carefully, add your business-specific needs, and - most importantly - tailor the text to match the culture and values of your business.]

Schedule (part-time/full-time with flex etc)

Salary

(Length of contract if necessary)

Location city

We need an experienced, meticulous Bookkeeper with some accountancy qualifications to join [type and rough size of your business]. You'll manage the regular finance and bookkeeping tasks for the business, including credit control, payment processing, cash-flow management and invoicing. You'll create month-end balance sheets and management account reconciliations, as well as a variety of other reports that will support our forecasting and budgeting processes.

This is an excellent opportunity for a self-motivated finance professional who's comfortable taking on responsibility and always looking to develop their skills.

Responsibilities

- Manage finance/bookkeeping tasks with Xero including cash-flow management and invoicing, payment processing, credit control, revenue reconciliation and preparation of VAT returns.
- Liaise with the accounts contractor to ensure we fulfil our legal financial obligations.
- Prepare month-end balance sheets and management account reconciliations.
- Support the forecasting and budgeting process with the board
- Helping to manage HR and team processes, recruitment and onboarding

Background and skills

- You've got financial experience in a similar role, with strong bookkeeping and organizational skills and fantastic attention to detail. You're meticulous by nature.
- You're (at least) a part-qualified accountant (ACCA/CIMA/AAT) with experience of end-to-end finance.
- Strong MS Excel skills are important; experience with Xero is helpful.
- You're self-motivated, diligent and always looking to improve and develop.

Schedule, salary and benefits

[Include as much detail as you can on the flexible working arrangements/the flexible culture of the firm - especially if the stated hours are subject to negotiation - and as much as you can about salary, stock options and benefits. The way you talk about these

is a strong indicator of the culture of your business, so think hard about what you want to communicate and speak with enthusiasm.]