

Job Description

We are looking to appoint an Accounts Administrator/Bookkeeper on a permanent basis based in Wetherby. We are a passionate, forward-thinking, innovative company where things are always happening. We're looking for people who work quickly, are competitive self-starters, smart and do what is needed.

You will be involved in the following:

- Manage accounts payable and receivable reconciliation processes including credit control
- Liaison with international clients regarding contract renewal
- Assist in the preparation of UK quarterly VAT returns
- Assist in the preparation of the accounting records
- Bank account reconciliation in GBP, USD and Euros
- Company credit card reconciliations
- Month and year-end routines
- Summarise Time Moto presence recording timesheets every month
- Processing employee expenses
- Processing statutory sickness absence, maternity and paternity payments
- Print and issue pay slips and P45s
- Annual year end payroll procedures including issuing P60s
- Monthly submissions to HMRC relating to RTI
- Monthly salary journal from payroll to Intuit QuickBooks
- Deal with pension provider
- Occasional administrative duties including customer queries
- Prepare for HMRC Making Tax Digital scheme

Criteria:

- Experience of QuickBooks is highly desirable
- Must have experience within a similar role
- Payroll experience is essential
- Knowledge and practical application of Microsoft Office packages would be advantageous
- Must be a self-starter and well organised
- Must be able to build strong relationships internally

Remuneration package:

- Salary dependent on experience
- 40 hours/week (will consider job sharing)
- Company bonus scheme
- Employee and employer contributory pension scheme up to 7.5%
- Flexible Working Schedule
- 25 days annual holiday p.a. plus bank holidays

Job Types: Full-time, Part-time