

ACCOUNTS ASSISTANT AND PAYROLL CLERK

Overview:

Become a valued member of our small team based in Denton as a part-time accounts assistant and payroll clerk, where you'll play an important role in the preparation of accounts and payroll processing for our clients.

Responsibilities:

Bookkeeping: Handle day-to-day bookkeeping tasks, including data entry, accounts, bank reconciliations, analysis, VAT returns.

Payroll Processing: Prepare and process payroll for clients, ensuring accuracy and compliance with relevant laws and regulations.

Financial Reporting: Assist senior staff in the preparation of financial statements and reports for clients, providing insights into their financial health.

Client Communication: Liaise with clients to gather necessary information, address inquiries via phone and email, and provide exceptional customer service.

Office administration: Filing, scanning and organisation of records and a front facing office role in greeting new and existing clients.

Compliance: Stay current with tax laws, regulations, and industry standards to ensure compliance in all financial activities.

Qualifications and skills criteria:

Previous experience in bookkeeping, basic accounts and payroll processing necessary. Proficiency in accounting software (e.g., QuickBooks, TaxCalc) and MS Office Suite is desirable, but training will be given.

Strong attention to detail and accuracy.

Excellent communication and interpersonal skills.

Ability to prioritise tasks and manage time effectively.

Comfortable working in a small office environment

Working Conditions:

Part-time position with flexible hours, approximately 16-24 hours per week.
Work primarily in a small office setting, with occasional remote work opportunities.
Collaborative and supportive work environment

Benefits:

Competitive salary dependent on experience (FTE £24,000 - £28,000 pro-rated to actual hours worked)
Pension scheme
Employee leisure benefits
Opportunities for professional growth and development.
Work-life balance with flexible scheduling options and occasional remote working.
Chance to be part of a supportive team that values your contributions.

How to Apply:

Interested candidates should submit a CV and an email outlining their relevant experience and why they're a good fit for the position. Please email your application to info@johnwoodaccountants.co.uk. Closing date for applications is 10th March 2024.

Join our team and make a meaningful impact while enjoying a supportive work environment and flexible schedule!