



**Position:** Experienced Bookkeeper

**Location:** Keighley

**Salary:** dependent upon experience

**Job Type:** Part-time preferred / Full-time considered depending on experience

**Benefits:** Generous annual leave, onsite parking, company pension, life insurance, flexible employer and staff events

We are a well-established Accountancy Practice based in Keighley, looking for an experienced bookkeeper to join our team.

We are offering the opportunity to work in a friendly and supportive environment where your contribution will be valued and rewarded. With a commitment to ongoing training and development, we are dedicated to helping you achieve your professional goals.

**Job description:**

As an experienced bookkeeper, you will play a crucial role in maintaining our clients' financial records, ensuring accuracy and compliance with relevant regulations. You will work closely with our accountants and other team members to provide comprehensive bookkeeping services.

**Responsibilities:**

- Maintain and update financial records for multiple clients, using accounting software such as Xero, Sage, Excel
- Process accounts payable and receivable, accurately and in a timely manner.
- Reconcile bank statements and ensure all transactions are recorded correctly.
- Post journals where required and reconcile all balance sheet accounts to underlying records, such as wages, PAYE, NIC, pensions, loans, VAT control.
- Prepare financial reports, including balance sheets, income statements, trial balance to ensure accurate and investigate any major fluctuations.
- Prepare and submit VAT and CIS returns, ensuring compliance with HMRC regulations.
- Liaise with clients to gather necessary financial information and provide support as needed.
- Ensure all filing deadlines are met.
- Use of, Autoentry, Hubdoc and Sage's own system wherever possible to minimise input time.

**The ideal candidate:**

- Proven experience as a Bookkeeper in an accountancy practice or similar environment.
- Extensive knowledge in Sage and Xero accounting software is essential.
- Strong knowledge of accounting principles and practices.
- Excellent attention to detail and accuracy in data entry.
- Strong organisational skills and time management skills, with the ability to manage multiple tasks simultaneously.
- The ability to work under pressure and to deadlines.
- Good communication skills, both written and verbal.
- A relevant qualification in accounting or finance is preferred but not essential.

If you are an experienced bookkeeper looking to join a reputable accountancy practice, we would love to hear from you.

Please send your CV and a cover letter outlining your experience and suitability for the role to :

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