

Accounts Assistant

Background

Godfrey Wilson is an award-winning accountancy practice in Bristol. We specialise in charities, but also work with commercial clients. Having built a reputation as a leading provider of audit and accountancy services to small and medium sized charities, we now have over 350 clients in Bristol and nationally. An opportunity has arisen for an experienced Accounts Assistant to join our growing team.

We are a close-knit, people-focused firm. We recognise that our success is due to the skills and professionalism of our team. We are looking for exceptional people who are driven to provide the highest levels of customer service and who are committed to delivering quality and excellence.

In return you will be rewarded with a competitive salary, potential study support, generous holiday allowance, pension scheme, training and development opportunities, and summer and Christmas social events.

Job Description:

In this varied role, you will work with a wide variety of clients, but with a particular focus on charities. Clients will typically have turnovers of £20k to £500k. Experience of charity bookkeeping and accounts is desirable, but full training on charities will be given. Most of your work will be office-based, but you will also be required to carry out work from a client's premises.

Your responsibilities will include:

- Carrying out weekly, monthly or quarterly bookkeeping for a variety of clients. This will involve processing client paperwork/records, using Xero, QuickBooks, or Excel. You will be required to do all monthly ledger work, including:
 - ❖ Processing bank, petty cash and credit card transactions;
 - ❖ Reconciling all bank and cash accounts;
 - ❖ Posting month end journals for accruals and prepayments;
 - ❖ Posting cost allocation journals for departmental reporting;
 - ❖ Posting payroll journals and reconciling control accounts;
 - ❖ Posting fixed asset adjustments and maintaining asset registers;
 - ❖ Preparing and submitting quarterly VAT returns; and
 - ❖ Liaising with clients over queries.

- Preparing monthly or quarterly management accounts for clients, to include a P&L with variances to budget, a balance sheet and a cash flow forecast (if required). Written commentary to accompany management accounts may be required.
- Supporting the Payroll Officer with the processing of the monthly payroll for approximately 50 clients. Providing cover for the Payroll Officer during periods of absence or annual leave.
- Preparing annual statutory accounts and tax returns, under the supervision of a manager.

Skills, Qualifications and Experience:

- AAT qualified, or qualified by experience (minimum 3 years);
- Experience of working in a practice environment (essential);
- Experience of charity accounting (desirable);
- Proficient in accounting software (Xero and Excel – essential, QuickBooks – desirable);
- Experience of payroll software (Sage Payroll – desirable);
- Excellent attention to detail;
- Committed to providing first class service;
- Can-do attitude and a good work ethic;
- Highly organised with ability to work to deadlines and juggle a varied portfolio;
- Excellent communication skills (verbal and written);
- Friendly and approachable manner, with the ability to build relationships with clients;
- Own transport essential for travelling to clients.

Salary and Benefits

- Salary dependent on experience;
- Study support will be considered;
- Employer pension contribution (after completion of probation period);
- Bonus scheme (Christmas bonus and discretionary performance-related bonus);
- 25 days annual leave plus bank holidays;
- 35 hour working week (part-time hours will be considered – minimum 0.8 FTE);
- Excellent career progression (previous bookkeeping staff have gone on to study ACCA and ACA qualifications);
- City centre location with bike storage and showers.

Apply

To apply, please send your CV and a statement explaining why you feel you are the best person for the job, to louisa@godfreywilson.co.uk. If you have any questions, we would be happy to talk to you. Please call Louisa on 0117 971 3445.