

Bookkeeper, Wimbledon, Full Time, Permanent

An excellent opportunity has arisen for an experienced bookkeeper to join the growing team, at Hartley Fowler, Wimbledon. This role has the benefit of working across a diverse set of clients, supporting all our managers and partners and being an integral part of the service we offer. The role of bookkeeper reports directly to the managers and partners.

Here at Hartley Fowler, we are an accountancy firm offering a full range of services to our large portfolio of clients. We are passionate about professional development: growing our skills, making the most of new technology and learning new ideas, and offer a friendly and supportive working environment.

For the role of Bookkeeper, the successful candidate will be experienced at providing end to end bookkeeping services to a variety of clients, including preparing quarterly VAT returns in line with the new 'Making Tax Digital' guidelines. They should also be able to use Sage, and cloud based tools such as QuickBooks and Xero for bookkeeping. Ideally they will feel confident in supporting our clients in how to get the best out of cloud based software and will also be able to support the preparation of management accounts when needed.

The package offered will be matched to experience.

The key areas of responsibilities will include:

- Completing quarterly VAT returns for clients
- Processing bookkeeping information for clients, i.e. journals & receipts
- Dealing with client queries in a timely manner
- Going on site with clients when needed
- Educating clients on how to best use QuickBooks & Xero
- Liaising with some client bookkeepers
- Planning and managing assignments effectively and within the agreed timescale
- Ensuring compliance with internal and external requirements
- Maintaining key client relationships and expectations
- Developing a network of contacts and cross-selling services

Ideal Candidate Profile:

Essential experience and qualifications:

- Demonstrable experience of bookkeeping for multiple clients
- Professional qualifications are desired, such as AAT
- Computer literate with knowledge of accounts packages: Required: QuickBooks, Sage, Xero, Excel & Outlook for client interaction

Skills, Behaviour, Knowledge:

- Excellent communication skills with clients, including timely response to all queries, and the ability to build strong, trusting relationships.
- Business focused and highly organised, with the ability to prioritise important and urgent tasks.

- Knowledgeable of all new technical accounting standards with a passion to learn and keep up to date.
- Ability to work under pressure, use initiative and go the extra mile when needed
- Enthusiastic team player within the office, and well integrated with the rest of the team.
- Demonstrates good problem solving skills and stays calm under pressure.
- Committed to positively represent Hartley Fowler both with current clients and when networking at events.

Hartley Fowler is a great place to work. In return for your skills, knowledge, efforts and achievements, you will be rewarded with a competitive basic salary, company pension scheme, plus other benefits including:

- A generous holiday allowance which increases with length of service
- Study and training costs covered to support your ongoing development
- Membership fees paid for the professional bodies ACCA, ACA, AAT, CTA
- Commission for new clients brought in independently
- Healthy workplace: including free fruit & breakfast in the office, and the facilities to cycle to work.
- Staff events: Summer & Christmas events, and other great nights out, including a rounders tournament locally in the summer

This is a great opportunity for an ambitious & experienced, qualified bookkeeper, to progress their career in a successful and growing team in the heart of Wimbledon.

**To apply please email your CV and contact details to recruitment@hartleyfowler.com
Direct applications only please.**