Job Description

Job Title: Bookkeeper
Location: Milton, Cambridgeshire
Department: Virtual Finance Office (VFO)
Line Manager Job Title: Manager

Overview

This role is responsible for assisting in the delivery of PEM's outsourced accounting service, to our client companies and organisations, using the latest cloud accounting technology, to provide bookkeeping, management reporting, credit control and general business support.

Key accountabilities

- Process client invoices and complete bank reconciliations within agreed timescales.Data entry and ledger management, ensuring a high degree of accuracy.
- Assistance with general bookkeeping services to clients, including drafting payments for clients.
- Raising sales invoices and credit control services.
- Maintain the workflow / task management systems is kept up to date at all times with accurate and timely data.
- Adopting a continuous improvement mindset, identify ways services could be improved for our clients making PEM more efficient and improving margins.
- Keep the Client Relationship Manager updated at all times with relevant information and ensure any risks / errors are highlighted in a timely fashion.
- Maintain client satisfaction to a high standard at all times.
- Maintain client response times in line with agreed VFO Standards.

Person specification

- Knowledgeable of all Microsoft Office apps, specifically, Excel, Word and PowerPoint.
- Ability to juggle multiple priorities.
- Excellent time keeping and time management skills.
- Ability to develop knowledge of Xero and other cloud software.
- Strong analytical and problem-solving skills.
- Excellent communication and interpersonal abilities.
- Professional approach with a good eye for detail.
- Ability to work flexibly and supportively within a busy team.
- Commitment to maintaining high professional standards.

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1875 Accounting Limited t/a PEM.
A full list of Partners can be found on our website.

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Country of Registration: England

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