

Job Description

Ask The Boss are looking for a part-time Bookkeeper/Account Manager (2-3 days per week with 1-2 days working in our office).

Reporting to the Managing Director, the role encompasses a diverse range of responsibilities, including bookkeeping tasks, preparation of management accounts, payments processing, filing VAT returns.

The ideal candidate will possess excellent communication skills, capable of articulating financial concepts in clear and accessible language, without using accounting jargon.

Company Overview

Ask The Boss specialises in providing comprehensive financial services to small and medium-sized enterprises (SMEs), including bookkeeping, payroll, accountancy, and outsourced finance director services. Founded in 2003 by Heather Darnell, the company has grown over the past two decades, boasting a turnover exceeding £1 million and employing a dedicated team of 8 professionals. Located close to Westbourne Park tube station (near Paddington in London), we work with businesses mainly in the London area, ranging from tech start-ups and PR firms to recruitment agencies and beauty brands.

Company Culture

At Ask The Boss, we embrace a relaxed and informal work environment, we wear relaxed clothing (no suits) and have a flat hierarchy. We take pride in our hands-on approach to client interaction, prioritising open communication and a personal touch in all our dealings. We are passionate about educating business owners on harnessing the full potential of their financial data to drive informed decision-making for business growth and planning.

Employer:	Ask the BOSS (www.ask-the-boss.co.uk)
Title:	Bookkeeper/Account Manager (depending on knowledge and experience)
Salary:	£22k-£26k (Bookkeeper) / £25k–30k pa (Account Manager) pro rata for the number of days p/week
Benefits:	£350 per year training budget Flexible working Costco membership Perkbox membership 3% company contribution to pension 20 days holiday (excluding bank holidays) Office closes for 3 days between Christmas and New Year

Detailed job requirements

Client Communication

- Excellent written and spoken English
- Ability to communicate with clients in plain language, avoiding accounting jargon
- Experience in building and maintaining professional relationships with clients

Bookkeeping

- Generate sales invoices in Xero using client-provided information or data from client-based systems
- Transfer data from Dext or Pleo to Xero with correct nominal coding and VAT treatment
- Input data into Xero accurately, ensuring correct nominal coding, VAT treatment, and utilising tracking categories and client recharge tracking where necessary
- Reconcile bank accounts in Xero, including importing bank statements if required

- Enter data from various client systems and add-ons such as Stripe, Go Cardless, and Inventory systems
- Input month-end journals for prepayments, accruals, income in advance, etc.
- Promptly request missing information from clients in a courteous manner
- Propose alternative working processes if standard channels are ineffective

VAT

- Verify the accuracy of VAT audit reports
- Ensure awareness of VAT treatment for goods and services outside the UK
- Prepare VAT reconciliation reports quarterly

Teamwork, Knowledge Sharing and other skills

- Collaborate with team members, seeking assistance when uncertain and providing help and information when requested
- Make suggestions and recommendations to clients about cost saving opportunities and best practices they can take advantage of
- Suggest new ways of doing things based on your observations and experiences, encouraging continuous improvement
- Exceptional organisational skills

Requirements:

Prior experience in bookkeeping / account management
Proficiency in Xero, familiarity with Dext or Pleo preferred
Strong attention to detail and accuracy
Ability to work independently and collaboratively in a remote environment
Excellent communication and interpersonal skills

Application Process:

Interested candidates should submit their CV along with a cover letter detailing their relevant experience and suitability for the role to hello@ask-the-boss.co.uk