

COURTS ACCOUNTANCY SERVICES LIMITED
JOB DESCRIPTION
BOOKKEEPER



TEAM:	Accounts
RESPONSIBLE TO:	All Directors & Office Manager
RESPONSIBLE FOR:	n/a
OFFICE LOCATION:	Buckingham
TERM:	Permanent
HOURS:	Variable

ROLE SUMMARY:	To play a large part in providing Courts Accountancy Services' clients with bookkeeping services and provide administrative support with other activities undertaken by the company
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KEY RESPONSIBILITIES, MAIN TASK AND ACTIVITES: Which may vary from client to client	SALES LEDGER <ul style="list-style-type: none"> • Generate sales invoices and credit notes • Post sales invoices, credit notes and commission statements on to the clients accounting system • Reconciling bank receipts to customers ledgers • Preparing monthly aged debtors reports and chasing outstanding amounts • Dealing with internal and external sales ledger queries in a timely and accurate fashion • Setting up and management of direct debits and standing orders • Issuing monthly statements of account
	PURCHASE LEDGER <ul style="list-style-type: none"> • Post purchase ledger invoices and credit notes on to the clients accounting system • Matching purchase orders to invoices received where applicable • Reconciling purchase invoices and credit notes to supplier statements and purchase ledger accounts • Compiling BACS and Cheque payment runs • Dealing with internal and external purchase ledger queries in a timely and accurate fashion
KEY RESPONSIBILITIES, MAIN TASK AND ACTIVITES (continued):	BANK <ul style="list-style-type: none"> • Entering of all bank transactions on to the accounting system

	<ul style="list-style-type: none"> • Reconciliation of all bank accounts to their statements
	PETTY CASH <ul style="list-style-type: none"> • Reconciling receipts to payments and entering onto the accounting system
	EXPENSES & CREDIT CARDS <ul style="list-style-type: none"> • Reconciliation of monthly company credit card statements and input these onto the accounting system • Reconcile receipts to monthly credit card statements • Reconciliation of monthly staff expenses sheets, validating the claims and enter onto the accounting system • Reconciliation of mileage claims and enter onto the accounting system • Validating all expenses claim and authorising for payment
	MAINTAINING SCHEDULES <ul style="list-style-type: none"> • Maintaining daily bank reconciliation schedule • Maintaining monthly fixed assets register • Maintaining monthly other debtors schedule • Maintaining monthly invoicing schedule • Maintaining prepayment schedule • Maintaining accruals • Maintaining monthly payroll schedules
	PAYROLL <ul style="list-style-type: none"> • Liaising with Payroll Bureau with all wages information • Posting wages journals to the accounting system • Arranging for payment of monthly PAYE/NIC • Assist in the preparation of the annual benefits in kind reporting
	VAT <ul style="list-style-type: none"> • Prepare the quarterly VAT returns and submit to HMRC in a timely manner • Prepare the company's quarterly partial exemption claim / calculations
	MANAGEMENT REPORTS <ul style="list-style-type: none"> • Prepare monthly management reports including; trail balance, profit and loss account, balance sheet, aged debtors and creditors etc. • Various ad-hoc reports as necessary

	<p>OTHER</p> <ul style="list-style-type: none"> • Entering monthly journals for depreciation, prepayments, accruals, loan / HP interest etc • Assisting with the preparation of the year end accounts file for statutory purposes • Maintaining clients statutory books and records as necessary
	<p>GENERAL FINANCE TEAM DUTIES</p> <ul style="list-style-type: none"> • Constantly reviewing expenditure and ensuring value for money principals • Completion of various surveys as may be necessary from time to time from the National Statistics Office <p>Completion of regulatory data requirements</p>
GENERAL INFORMATION:	<p>The post-holder shares with all colleagues the responsibility to:</p> <ul style="list-style-type: none"> • Make suggestions to improve the working environment within their area of work and COURTS ACCOUNTANCY SERVICES as a whole; • Cooperate with measures introduced to ensure there is equality of opportunity in employment • Comply with all aspects of Health and Safety Policy and arrangements
	<p>This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline of the areas of activity and be amended in the light of the changing needs of the company</p>