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

KEY RESPONSIBILITIES, MAIN TASK AND	SALES LEDGER
ACTIVITES: Which may vary from client to client	 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
	 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	BANK
ACTIVITES (continued):	 Entering of all bank transactions on to the accounting system

Reconciliation of all bank accounts to their statements PETTY CASH Reconciling receipts to payments and entering onto the accounting system EXPENSES & CREDIT CARDS Reconciliation of monthly company credit card statements and input these onto the accounting system Reconcilier receipts to monthly tredit card statements Reconcilier on formothly staff expenses sheets, validating the claims and enter onto the accounting system Reconciliation of mileage 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 Maintaining daily bank reconciliation schedule Maintaining monthly fixed assets register Maintaining monthly other debtors schedule Maintaining monthly other debtors schedule Maintaining prepayment schedule Maintaining prepayment schedule Maintaining monthly payroll schedules PAYROLL 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 Prepare the quarterly VAT returns and submit to HMRC in a timely manner Prepare the company's quarterly partial exemption claim / calculations MANAGEMENT REPORTS Prepare the company's quarterly partial exemption claim / calculations MANAGEMENT REPORTS Prepare monthly management reports including; trail balance, profit and loss account, balance sheet, aged debtors and creditors etc.	
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	OTHER
	 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
	GENERAL FINANCE TEAM DUTIES
	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
	Completion of regulatory data requirements
GENERAL INFORMATION:	The post-holder shares with all colleagues the
	responsibility to:
	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
	This job description is not to be regarded as
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	exclusive or exhaustive. It is intended as an
	exclusive or exhaustive. It is intended as an outline of the areas of activity and be amended
	outline of the areas of activity and be amended