

Date posted: May-19  
Job Title: Bookkeeper  
Reporting to: Manager  
Hours of work: Part time  
Location: Billericay, Essex



## About Us

Mudd Partners LLP is a firm of Chartered Accountants and Business Advisers providing a full range of accounting and business advisory services to a diverse range of corporates, owner managed businesses and private clients across the South East of England. We are a single location practice based in Billericay, Essex with six partners and approximately 25 staff.

## Job description

We are seeking a tech savvy bookkeeper to help manage a growing portfolio of clients of mixed size and industry.

A personable manner is essential, as is diligence and bundles of enthusiasm!

Your routine will include processing of client data to a reconciled Trial Balance and the preparation of VAT returns.

There is good potential for this to become a full time role so ideal for someone looking to get back to full time work.

## Main Duties

### Bookkeeping

- ✓ Process client data and reconcile ledgers.
- ✓ Complete and file VAT and CIS Returns.
- ✓ Liaise with HMRC as and when required.

## Skills and Experience

- ✓ Hold or soon to hold an AAT qualification or equivalent.
- ✓ To have two years' experience as a bookkeeper.
- ✓ To be proficient in the use of Sage, Xero or Quickbooks software.

## Remuneration package and benefits

- ✓ Competitive salary, subject to relevant skills and experience.
- ✓ Advanced software training and general development of skills.

## To Apply

To be considered for this role, please send your CV to Mark Wright (email [markwright@mudd.co.uk](mailto:markwright@mudd.co.uk))

We welcome like minded and talented individuals so if you do not currently meet the above criteria but feel that you can add value to our business in other areas then we would be pleased to receive your CV with an explanation to that effect.