

Date posted: April 2018  
Job Title: Bookkeeper  
Reporting to: Accounts Manager and Two Partners  
Hours of work: Full time  
Location: Billericay, Essex



CHARTERED  
ACCOUNTANTS



## 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 management accounts standard, preparation of VAT returns and managing filing deadlines. Team members are on hand to assist during busy periods of each month.

There is potential for some overlap with low level accounts and tax work as well so the role would be ideally suited to someone that is predominantly a bookkeeper but enjoys a mixed role from time to time.

## Main Duties

### Management

- ✓ Manage deadlines and work flow.
- ✓ Address changes to client circumstances and identify service opportunities arising.
- ✓ Oversee training of team members where required.

### Bookkeeping

- ✓ Process client data and reconcile ledgers.

- ✓ Deliver management accounts, from basic to advanced client requirements.
- ✓ Complete and file VAT and CIS Returns.
- ✓ Liaise with HMRC as and when required.
- ✓ Convert basic accounts into statutory accounts on an ad hoc basis.

#### **Practice development**

- ✓ Continue to develop our use of key software such as Sage and Xero together with add on applications.
- ✓ Assist clients with software migration in readiness for MTD.
- ✓ Assist with promotional training sessions for prospective clients.

#### **Skills and Experience**

- ✓ Hold or soon to hold an AAT qualification.
- ✓ To have two years' experience as a bookkeeper.
- ✓ To be proficient in the use of Sage 50. Advanced knowledge is favorable.
- ✓ Ability to adapt to other software such as Sage One, Xero and Quickbooks.
- ✓ To be proficient at onboarding client data.

#### **Remuneration package and benefits**

- ✓ Competitive salary, subject to relevant skills and experience.
- ✓ Advanced software training will be provided where required.

#### **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.