



Bookkeeper

Whyfield: 4-day week employer

We are looking for an engaging and supportive bookkeeper to join our entrepreneurial, independent firm based in Truro with an existing high calibre of experienced staff members and fantastic clients both regionally and nationally.

We offer a huge range of support to businesses of all sizes including sole traders, partnerships, charitable organisations and limited companies. The turnover of these businesses can range from several hundred to several millions of pounds.

Whilst working alongside our fantastic team of friendly, enthusiastic and ambitious professionals, you will have the opportunity to develop your practical, technical and personal skills by carrying out a wide variety of tasks including:

- Bookkeeping - reviewing and reconciling business transactions, so that clients can benefit from the ability to budget, forecast and plan for the future.
- Creation and presentation of management accounts for clients.
- VAT calculations and returns.
- Using cloud software, such as Xero & QuickBooks.
- Attending and contributing to team meetings.
- Engaging in regular communication with internal and external stakeholders using telephone, email and face-to-face meetings.
- Maintaining an excellent relationship with clients by keeping them up to date on the financial health of their business and offering helpful advice.

At Whyfield, we believe in giving you responsibility right from the start. You will be engaging with clients and business owners from day one and you will also have the opportunity to work independently and manage your own portfolio of clients.

Qualifications required:

- 5 GCSEs, including Maths and English, at grades C to A*
- AAT Level 2 and 3 or equivalent.

The most important thing, however, is that you are keen to thrive in a career in bookkeeping, working directly with clients and developing your skills.

Skills required:

We aren't just on the lookout for someone with a long list of technical skills, we want to hear from a super-friendly, approachable person that is willing to go the extra mile to offer a top-quality service to our clients.

It is important that you hold the ability to work well independently and as part of a team. You will often need to work with other team members to meet a deadline, but equally, there will be occasions when you will need to work solo to complete tasks.

Other desirable (and potentially more important) attributes:

- Excellent communication skills
- A good sense of humour
- Enjoy the benefits of being a proactive member of a team
- Being an ambassador and advocate for your profession
- Ability to adapt and overcome and see the positive in a situation

The benefits on offer are:

- A company culture that promotes work/life balance – a 4-day working week comes with all roles at Whyfield.
- An individual development plan with clear progression.
- Access to professional financial advice and planning.
- A commitment from us to your continued professional and personal development.

Of course, along with your salary, we will also provide:

- Time off above statutory leave
- Paid CPD
- Training support
- Paid professional subscriptions.
- Comprehensive private health cover including dental and optical.

Full-time position.

Salary: £22,000.00 - £27,000.00 per year.

To apply, please fill in the Careers Form on our website.

whyfield.co.uk/accountancy-careers-whyfield

Close date for applications: 29th November 2024.

Job Types: Permanent, Full-time, In-office
(Please note: this is not a remote position).