

Experienced bookkeeper sort for creative agency

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Lead contact: Phil Reid, Founding Director, Studiomade

Studiosmade

29 Maltings Place
169 Tower Bridge Road
London, SE1 3JB

+44 (0)20 7394 7234
studiomade.co

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We are looking to add an experienced bookkeeper to our team, working part-time for possibly a day per week.

Ideally based in our London-studio but with the potential for remote-working if preferred, you will be reporting to both the Founding Director and Studio Manager, assisting them with the business from a financial perspective. You will need a minimum of three years book-keeping experience and must have advanced IT skills and a strong working knowledge of Quickbooks Online, Microsoft Word and Excel packages alongside a proactive and trustworthy nature.

You will have the following experience:

- AAT Qualified (or equivalent) book-keeper with a minimum of three year's book-keeping experience
- In-depth knowledge of Quickbooks Online and Quickbooks
- In-depth knowledge of Payroll
- A fluent English speaker and writer
- Highly organised
- Accurate data processing and data entry skills
- Excellent Microsoft office skills and IT literate – capable of working in Excel and Word and adept at picking up new software quickly
- Experience of Slack, Harvest and Dropbox useful – but training can be provided
- Attention to detail essential
- Good interpersonal and communication skills
- Highly Numerate
- Self-motivated
- Able to work on own initiative and capable of prioritising own workload
- Flexible

As part of the role of book-keeper, you will:

- Manage Quickbooks Online
- Provide credit control management and accounts payable administration
- Be responsible for employee expense review and reporting
- Undertake cash flow management and bank reconciliation
- Provide quarterly VAT returns and liaise with HMRC and potentially tax advisors
- Maintain fixed assets register and amortisation
- Administer contributions to any personal pension schemes and employer's public liability insurance, and other insurances policies
- Manage and be responsible for Company Payroll
- Periodic reporting to the Founding Director.

We believe in providing competitive market salaries alongside a rewarding and encouraging work/life balance with a flexible holiday policy including 30 days holiday allowance (pro-rata equated for part-time staff) outside the provision of bank holidays. If you are interested in the prospect of joining a friendly and creative working environment we'd love to hear from you.

To make a tangible impact on business growth with flexible working alongside a close-knit team please email your CV to create@studiomade.co stating the subject line "Bookkeeper application: I'm interested."

