

Job Description

Job Title

Bookkeeper.

Location and Hours

The role is part time and home based, with a weekly meeting in the office.

Line Manager

Directors of The Ingenious Air Company.

Key Internal Contacts

Directors and the team.

Key External Contacts

Clients, suppliers, approved contractors and installers.

Overall Job Purpose

- Accurately and efficiently manage the Company's full cycle of accounting duties. Keep accounts up to date, accurate and appropriately stored.
- Keep Directors fully up to date with regular, financial reports.
- Co-ordinate the activities, people, resources, equipment and information for the successful maintenance of onsite equipment.

Key Accounts Responsibilities

- Be the first point of contact for account queries and resolve promptly.
- Proactively look for, find, investigate, report and resolve any irregularities.
- Undertake all general accounting duties including raising invoices in a timely manner; payroll; accounts payable and receivable; bank and balance sheet reconciliations; projects.
- Proactively manage credit control using the telephone to build relationships, not just email.
- Prepare and submit monthly CIS payments and certificates.
- Prepare weekly figures for accounts meeting with the Directors.
- Produce monthly, quarterly and year end accounts.
- Undertake other duties that complement the accounting cycle, including stock control and assisting with funding applications.

Qualifications and Training

- Sage Line 50
- Understanding of Payroll and CIS
- Managing databases – Excel

Knowledge and Skills

- Excellent communication skills in all areas (telephone, in-person and written).
- Exceptional organisational, co-ordination, time management and administration skills; able to manage and prioritise multiple deadlines.
- Strong problem-solving skills and a “can do” approach.
- Excellent relationship building skills and able to be assertive.

Personal Characteristics

- Bright and enthusiastic, friendly, professional and polite.
- A positive attitude that enhances the reputation of the Company at all times.
- A strong sense of personal responsibility and a drive to see all tasks through to completion.
- An eye for detail and an advocate of systems.
- Able to work effectively both independently and as part of a team.

March 2018

