

# Experienced Bookkeeper

We are looking to recruit an experienced bookkeeper to work at our King's Lynn office. The successful candidate will have previous experience, preferably including cloud-based accountancy software such as Xero, QuickBooks, Sage or similar.

Full time and part time hours considered. Benefits include salary negotiable based on experience, 22 days holiday plus Bank Holidays and Statutory Pension.

Candidates with little or no experience would also be considered in exceptional cases, with full training to be provided for the right applicant.

## *Responsibilities*

- Processing sales invoices, receipts and payments
- Reconciling bank accounts
- Preparation and submission of VAT returns
- Balancing subsidiary control accounts
- Preparation of trial balance
- Maintaining historical records and filing documents
- Contributing to a team effort to accomplish results

## *Skills*

You will need to show:

- communication and interpersonal skills
- organizational and time management skills
- attention to detail and confidentiality
- data input skills
- ability to work effectively on your own
- motivation and initiative
- integrity and trustworthiness
- IT proficiency

Please apply via email or in writing, with a covering letter and CV to:

Derek Donaldson  
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