

SBW

Part-time Bookkeeper/Accountant

We are looking for a Part-time Bookkeeping/Office Manager to join our vibrant team in Clifton, Bristol.

In this full-service advertising and marketing agency, you will be responsible for preparing the accounts to trial and balance level, producing monthly management accounts on a timely and accurate basis.

We are looking for someone who will take on our company values that has a positive impact through our work, while helping us provide high levels of service and satisfaction to clients and suppliers.

Previous agency experience is not essential. However, you will need to demonstrate a willingness to grow your understanding of how the agency works in order to help look after our office efficiently.

Main responsibilities include:

- Releasing and sending out sales invoices and statements
- Implementing a credit control policy with support from the Client Services Director
- Receive, process and match all cost of sales purchase through a purchase order driven admin system (training provided)
- Pay suppliers promptly and in accordance with their terms
- Ensure all expenses are authorised at director level before processing
- Work closely with the account handling team to maintain a smooth billing process
- Maintain a routine, including the completion of accounts at the end of each month (ensuring monthly reconciliation of fixed assets register, accruals and pre-payments)
- Reconcile the bank on a daily basis
- Prepare quarterly VAT returns
- Maintain cashflow control
- Advise directors as appropriate of any significant financial implications of current work or processes
- Other ad-hoc tasks relevant to the financial or secretarial needs of the business
- Office management duties: controlling correspondence, office maintenance (ordering of supplies, helping organise office operations and procedures, HR support).

You will be able to:

- Plan own time, internally and externally, to fulfil key objective of agency team and client base
- Prioritise your workload while adhering to client and third-party deadlines
- Inform Management Team immediately if there are any issues or concerns with workload/deadlines

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- Identify and resolves issues and complaints quickly, ensuring that the Management Team are kept informed
- Maintain and improve key relationships and contacts with clients and suppliers
- Communicate well internally at all levels
- Provide excellent customer service at all times.

Key skills required:

- AAT accounting or bookkeeping qualification (or similar) preferred
- Experience of working in a small company managing Sales, Purchase and Nominal Ledges to trial and balance level and management accounting level
- Ability to take a determined approach to problem solving
- Ability to work well within a team
- Be prepared to question anything not fully understood.

To apply, please send your CV to Simon Wright at simon@sbwadvertising.co.uk