

JOB DESCRIPTION

ACCOUNTS/BOOKKEEPER

Job Type:	Permanent Part-time (2 days per week – non-consecutive days)
Hours of work:	7 hours per day / 14 hours per week (flexible)
Time:	Between 8:00 am and 5:30 pm (to be agreed) with one hour for lunch
Reports to:	Director

Context

Fresson and Tee (F&T) is a forward thinking practice of chartered surveyors and property consultants in central London.

Job Outline

To provide bookkeeping and management accounts support including but not limited to:

Job Description

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| Accounts | <ul style="list-style-type: none">• Manage F&T accounts including VAT returns (Sage Line 50)• Manage staff wages, PAYE and pensions (Sage Payroll), P11D• Maintain Sage Line 50 and Payroll databases• Provide reports to surveyors, directors and auditors as required• Manage bank accounts and company credit cards• Invoicing, credit control and supplier payments• Liaising with suppliers and customers and responding to enquiries |
| Other | <ul style="list-style-type: none">• Assist with general day-to-day administration including incoming telephone calls and message taking• The Company may amend your duties and, in addition to your normal duties, you may be required to undertake additional or other duties as necessary to meet the needs of the business. |

Person Specification

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| Experience | <ul style="list-style-type: none">• Preparing accounts up to balance sheet |
| Computer skills | <ul style="list-style-type: none">• Knowledge of Sage Line 50• Knowledge of Sage Payroll• Must be proficient in MSOffice especially Excel (intermediate/advanced) |
| Communication | <ul style="list-style-type: none">• Must have a professional, friendly manner with good interpersonal skills• Ability to deal effectively with all levels of both external and internal clientele |
| Approach | <ul style="list-style-type: none">• A hands on, flexible and proactive approach is required• To work on own initiative, pre-empt, deal with and resolve problems• Meticulous attention to detail and ability to get things done• Tact and discretion for dealing with confidential information• Willingness to learn and adapt to varying challenges and industry dynamics |
| Organisation | <ul style="list-style-type: none">• This role requires excellent organisation, planning and ability to meet deadlines• Ability to prioritise and cope under pressure |

FRESSON AND TEE

Benefits

- Salary range competitive – dependent on skills and experience
- Support with professional training and progression
- Leave – 25 days p/a plus Bank Holidays (pro-rata)
- Contributory Pension
- Season ticket travel loan
- Bonus depending on performance of the company and individual