

Allathan Associates

Book-Keeper

Job Purpose

To provide book-keeping, payroll and clerical assistance for the business and our clients.

Job Description

Book-keeping

- ☐ Carry out all functions of book-keeping for the business and our clients, including VAT returns and preparing the books and vouchers for presentation to accountants for auditing. Making BACS or cheque payments.
- ☐ Carry out all payroll functions for the business and our clients, including monthly and annual PAYE returns; production of management reports; end of period returns and procedures, and making payments to employees by BACS or cheque.
- ☐ Record own and other consultants' time on the relevant software, and prepare regular fee notes and supporting documentation
- ☐ Record and bank cheques received for both the business and our clients
- ☐ Undertake internet banking transactions for the business and our clients

Office Administration

- ☐ Assist as telephone receptionist
- ☐ Perform duties in an efficient, professional and courteous manner
- ☐ Assist with clerical assistance to the consultants
- ☐ File documents (both paper and electronic)
- ☐ Assist with ordering and maintaining office supplies
- ☐ Operate a variety of office machines, including computer, photocopier, printers, shredder, binder, paper guillotine
- ☐ Assist with processing ingoing and outgoing mail items, including invoices

Supporting the team

- ☐ Communicate between colleagues, suppliers and clients clearly and effectively and respond to verbal and written requests efficiently
- ☐ Establish and maintain effective working relationships with colleagues, consultants, partners, suppliers and clients

General

- ☐ Maintain regular consistent and professional attendance, punctuality, personal appearance
- ☐ Comply with stated policies and procedures relating to health and safety, and quality management.
- ☐ Pursue personal development of skills and knowledge necessary for the effective performance of the role.
- ☐ Comply with procedures relating to the proper use and care of equipment and materials for which the role has responsibility.

These are the main duties, but the list is not exclusive of any other job which might reasonably be undertaken in the furtherance of Allathan Associates' activities.

The Employer may from time to time lay down detailed rules for the performance of the above duties.

Working Hours

The position is full time, although consideration will be given to flexible working hours for the right candidate.

Holidays

The holiday entitlement will be 28 days per year, based on a 5 day working week.

Salary

Based on experience and qualifications