

BOOKKEEPER

Job Description

1. To record and maintain our financial records including both Office and Client ledgers in compliance with the Solicitors Accounts Rules
2. Duties to include:
 - a. Bank reconciliations;
 - b. Completion and submission of vat returns
 - c. Payroll using Sage
 - d. Preparation of quarterly and annual management accounts including accruals and prepayments
 - e. Posting and payment of supplier invoices
 - f. Banking, petty cash and writing cheques

General

1. The above duties to be performed in a polite and helpful manner and in co-operation with colleagues.
2. Client confidentiality is to be preserved at all times. In particular confidential documents should not be left where anyone other than colleagues can see them and you should not discuss or name clients when other clients or members of the public can hear you.