
Account Administrator / Bookkeeper (Part-time, 24 hrs/week)

Job Description

Easysoft Ltd is one of the most experienced and trusted names in data access middleware and we are looking to appoint an Account Administrator/Bookkeeper on a permanent, part-time basis based in Thorp Arch, near Wetherby.

We are looking for the successful candidate to be hands on and to involve themselves with more than just their day to day.

We are a passionate, forward-thinking, innovative company where things are always happening. We're looking for people who work quickly and are self-starters

You will be involved in the following:

- Manage accounts payable and receivable reconciliation processes including credit control
- Liaison with international clients regarding contract renewal is a key part of the role
- Assist in the preparation of UK quarterly VAT returns
- Assist in the preparation of the accounting records
- Bank account reconciliation in GBP, USD and Euros
- Company credit card reconciliations
- Month and year-end routines
- Processing employee expenses
- Processing statutory sickness absence, maternity and paternity payments
- Issuing pay slips and P45s
- Annual year end payroll procedures including issuing P60s
- Monthly submissions to HMRC relating to RTI
- Monthly salary journal from payroll to Intuit QuickBooks
- Deal with pension provider
- Administrative duties including customer queries

Criteria:

- Experience of QuickBooks is highly desirable
- Must have experience within a similar role
- Payroll experience is useful
- Knowledge and practical application of Microsoft Office packages would be advantageous
- Must be a self-starter and well organised
- Must be able to build strong relationships internally

Remuneration package:

- Salary dependent on skills & experience
- 24 hours/week (will consider other hours)
- Pension scheme where if you pay in 7.5% we'll top it up to 15%
- Flexible Working Schedule
- 25 days annual holiday p.a. pro-rata, plus bank holidays