



Bookkeeper job description

Values & Talent are seeking an experienced bookkeeper for a family run business in Poole.

The culture is friendly, collaborative, and forward-thinking, with a strong focus on teamwork, and delivering excellent service to customers.

You will be responsible for accurately recording financial transactions, maintaining accounts, reconciling bank statements, and supporting the smooth running of the finance function.

Job responsibilities:

- Manage accounts payable and accounts receivable.
- Carry out regular bank and credit card reconciliations.
- Monitor outstanding payments and follow up where required.
- Process employee expenses and maintain supporting documentation.
- Day to say invoicing and billing tasks.
- Preparing, checking and filing VAT returns.
- Generate financial reports.
- Handle queries related to accounts and financial transactions.
- Carrying out **credit control**, including monitoring outstanding invoices and chasing overdue payments.
- Communicating with customers regarding payment queries and resolving any issues.
- Maintaining accurate customer account records and allocating payments.
- Producing and monitoring aged debtor reports.

Skills and Experience:

- Previous experience in a bookkeeping or finance role.
- Good knowledge of bookkeeping principles and financial processes.
- Experience using accounting software such as Xero, QuickBooks, Sage, or similar.
- Excellent attention to detail and accuracy.
- Strong organisational and time-management skills.
- Ability to work independently and manage multiple tasks.
- Experience with credit control is a must.

Qualifications:

- A qualification in bookkeeping, accounting, finance, or a related field is required.
- 2 years + experience within a bookkeeping or similar role.

Benefits:

- 20 days holiday + BH
- Pension contribution

The salary for this position is £25k+ (DOE)

This is a full-time position with a Monday to Friday schedule onsite in Poole.

Interview process:

Please note that this is a two-stage interview.

First stage is a pre-screening interview with value led questions on the phone/teams.

Second stage is a face to face with the employer onsite.

About Values & Talent:

At Values & Talent we believe recruitment is about people, not just CVs. We are committed to matching talented individuals with businesses where they can thrive, ensuring a positive experience for both our clients and candidates throughout the recruitment journey.

We are committed to providing an inclusive recruitment experience. If you require any reasonable adjustments during the interview or recruitment process, please email us at info@valuestalent.com

Check out our website.

www.valuestalent.com