

Bookkeeper

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Company: Puro Accountancy

Location: Garforth

Category: office-and-administrative-support

Bookkeeper

£27,000 - £32,000

Garforth

Benefits:

4 day working week (Monday – Thursday) – 34.5 hours total

Flexible working (core hours 10am – 4pm)

16 days annual leave + Christmas shutdown

A personal development plan and progression opportunities

Puro Accountancy are currently seeking a highly motivated and experienced Bookkeeper to join a growing, innovative firm in their Garforth office. This is an exciting opportunity to work with a dynamic and growing company, with the chance to take on new challenges and progress your career.

Key Responsibilities:

Maintain accurate and complete financial records for clients bookkeeping

Reconcile bank statements, accounts payable and receivable, and other financial

accounts.

Manage and process payroll, including tax and other deductions.

Prepare VAT returns.

Communicate with clients regarding financial matters and respond to their queries in a timely manner

Assist with CIS

Requirements:

2+ years practice experience

Bookkeeping and payroll experience

Xero, Dext, Capium, Sage payroll desirable

If you are passionate about delivering exceptional service and are seeking an exciting opportunity to further your career, then I would love to hear from you.

Click to apply with your indeed CV or contact **Darby Warnock on 01904 571 760**

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