

Bookkeeper

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Company: Page Personnel

Location: Richmond

Category: other-general

Great work environment Company with a great work culture
About Our Client My client is based in Richmond upon Thames, the team is extremely close knit and offers a great work environment.
Job Description The key responsibilities for the role of Bookkeeper will include: Assisting with the sales ledger function Assisting with the purchase ledger function Responsible for managing the aged debtors Processing and posting supplier invoices Drafting VAT returns
The Successful Applicant The successful candidate for the role of Bookkeeper will have: Experience with rent and service charge accounts Strong excel skills Very good knowledge of data analytics Highly skilled on Xero Good overall accounting and finance knowledge
What's on Offer The role of Bookkeeper offers a competitive salary of £28,000 - £38,000 per anum, plus: Hybrid working Join a company with a great work culture Company pension Private medical insurance

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