

Senior Bookkeeper

[Apply Now](#)

Company: Cooper Lomaz

Location: Suffolk

Category: office-and-administrative-support

Job description

Senior Bookkeeper

Bury St Edmunds (Hybrid) 35 hour week

£33,000 - £40,000

Cooper Lomaz are delighted to be working with a fantastic practice who are expanding in Bury St Edmunds. Due to growth they have a good for a Senior Accountant/Bookkeeper to join their existing client management team

They work in the media and entertainment industry so have a host of fantastic and interesting clients.

Each candidate will be trusted to manage their own portfolio of clients and get to work closely with partners.

Main duties:

- Manage a portfolio of 10-20 clients
- Ensure general bookkeeping is done in a timely manner
- Monthly reporting
- Production of monthly management accounts

- Cash flow management and forecasts
- Bank reconciliations
- Preparing and submitting VAT returns, dealing with HMRC queries
- Purchase and sales ledger
- Data entry using various accounting software (Xero and Quickbooks Online)
- Credit control
- Liaising with clients and their representatives/managers
- Provide training to junior staff members
- Ad hoc tasks as required

Requirements:

- Have previous experience within a practice
- Working knowledge of Xero would be a plus but not essential – training will be provided
- Must be organised
- Be enthusiastic – will be joining a busy department
- Be flexible in his/her approach – will be a varied role
- Have good attention to detail and communication skills
- Be a team player
- Travel to London office once-twice a month

If this is of interest or if you'd like more information about this fantastic opportunity, please get in touch

[Apply Now](#)

Cross References and Citations:

1. [Senior BookkeeperBerlinjobsearch](#) [Jobs SuffolkBerlinjobsearch](#) ↗
2. [Senior BookkeeperFree-hiringJobs SuffolkFree-hiring](#) ↗

3. **Senior BookkeeperJohannesburgjobs Jobs SuffolkJohannesburgjobs** ↗
4. **Senior BookkeeperTrademethejobs Jobs SuffolkTrademethejobs** ↗
5. **Senior BookkeeperMoroccojobsJobs SuffolkMoroccojobs** ↗
6. **Senior BookkeeperBluecollarjobs Jobs SuffolkBluecollarjobs** ↗
7. **Senior BookkeeperThechatgptjobs Jobs SuffolkThechatgptjobs** ↗
8. **Senior BookkeeperIsraeljobs Jobs SuffolkIsraeljobs** ↗
9. **Senior BookkeeperFrancejobs Jobs SuffolkFrancejobs** ↗
10. **Senior Bookkeeper Algeriajobs Jobs SuffolkAlgeriajobs** ↗
11. **Senior Bookkeeper Irelandjobs Jobs SuffolkIrelandjobs** ↗
12. **Senior Bookkeeper LondonjobscentralJobs SuffolkLondonjobscentral** ↗
13. **Senior Bookkeeper Switzerlandjobs Jobs SuffolkSwitzerlandjobs** ↗
14. **Senior Bookkeeper ExpertiniJobs SuffolkExpertini** ↗
15. **Senior Bookkeeper Denverjobs Jobs SuffolkDenverjobs** ↗
16. **Senior Bookkeeper Aucklandjobs Jobs SuffolkAucklandjobs** ↗
17. **Senior Bookkeeper Europejoblistings Jobs SuffolkEuropejoblistings** ↗
18. **Senior Bookkeeper MedicalassistantjobsJobs SuffolkMedicalassistantjobs** ↗
19. **Senior bookkeeper Jobs Suffolk** ↗
20. **AMP Version of Senior bookkeeper** ↗
21. **Senior bookkeeper Suffolk Jobs** ↗
22. **Senior bookkeeper Jobs Suffolk** ↗
23. **Senior bookkeeper Job Search** ↗
24. **Senior bookkeeper Search** ↗
25. **Senior bookkeeper Find Jobs** ↗

Source<https://uk.expertini.com/jobs/job/senior-bookkeeper-suffolk-cooper-lomaz-1b2ec109af/>

Generated on: 2024-05-02 by [Expertini.Com](https://www.expertini.com)