

At Pocknells, we believe that accountancy should be engaging and accessible. Based in Essex, we are a well-established firm of Chartered Accountants, delivering expert financial services with a personal touch. We're more than just numbers—we work closely with our clients to help them grow and succeed in their businesses. We're passionate about innovation and making financial management approachable for everyone. We are now seeking a dedicated Bookkeeper to join our team. In this role, you will be responsible for managing the bookkeeping needs of multiple clients, predominantly using Xero. Your expertise will be essential in providing accurate and timely financial information to our clients, ensuring their accounts are up to date and compliant with current regulations.

Responsibilities will include:

Manage bookkeeping for multiple clients using Xero

Record day-to-day financial transactions and complete the posting process

Reconcile sales, purchases, and bank accounts

Maintain and update fixed asset registers

Prepare and submit VAT returns

Assist in the preparation of management accounts

Communicate with clients to gather necessary financial information

Ensure compliance with accounting standards and regulations

Support clients with any Xero-related queries or issues

Assist with payroll processing as needed

Collaborate with the accounting team to ensure accurate financial reporting

Maintain client confidentiality and data integrity at all times

What you'll need:

Proven experience as a Bookkeeper, preferably in an accountancy practice setting

Proficiency in Xero accounting software

Strong understanding of bookkeeping practices and procedures

Ability to manage multiple clients and prioritize tasks effectively

Excellent attention to detail and accuracy

Good communication and interpersonal skills

Ability to work independently and as part of a team

Familiarity with VAT returns and payroll processes is advantageous

A proactive attitude with a willingness to learn and adapt to new challenges

We offer a range of perks including a competitive salary, flexible working arrangements, opportunities for career development, and a supportive team environment. If you are an experienced bookkeeper with a passion for providing exceptional service to clients and are proficient in using Xero, we would love to hear from you!

Job Type: Full-time

Schedule:

Monday to Friday

Work Location: In person