

Birdham Pool Marina

Bookkeeper - 30 hours per week

Job description

We are looking for a skilled bookkeeper to join our small team. You will be responsible for recording all financial transactions, including purchases, sales, receipts and payments. You will post transactions and journals to Sage accounting software and reconcile accounts to ensure their accuracy. The position covers 30 hours per week over 4 or 5 days - we can be flexible to suit.

Responsibilities

- Record day to day financial transactions and complete the posting process
- Verify that transactions are recorded in the correct day book, suppliers ledger, customer ledger and general ledger
- Bring the books to the trial balance stage
- Perform partial checks of the posting process
- VAT returns and reconciliation
- Process accounts receivable/payable

Requirements

- Proven bookkeeping experience
- Solid understanding of basic bookkeeping and accounts payable/receivable principles
- Proven ability to calculate, post and manage accounting figures and financial records
- Hands-on approach to spreadsheets and proprietary software (Harbour Assist marina management software)
- Proficiency in Sage and MS Office
- Customer service orientation
- High degree of accuracy and attention to detail
- AAT or bookkeeping qualification desirable

Location

Birdham Pool Marina, Birdham, Chichester, West Sussex, PO20 7BG

Please send a CV and covering letter to the address above or email info@castlemarinas.co.uk.

Closing date for applications Sunday 28th April 2019