

## Job Title: Bookkeeper

**Location:** Head office with home working

**Reports to:** Bookkeeping Team Manager

**Roles reporting to this role:** n/a

### **Purpose of Role:**

Responsible for the preparation of monthly bookkeeping tasks and management accounts.  
Accountable for ensuring all deadlines are consistently achieved

### **Role Responsibilities:**

- Complete monthly bookkeeping for clients
- Prepare and amend management accounts
- Prepare and amend VAT Returns
- Ensure you adhere to deadlines and company SLAs
- Drive your professional development, enthusiastically undertaking training and working towards progression
- Adhere to service excellence
- Working closely with the Accountants and the Team Manager
- Any additional tasks reasonably requested by management are expected to be completed
- Consistently demonstrate The Mazuma values
- Carry out any other duties as required to support the team and our clients

### **Role Objectives:**

- Complete assigned envelope within package SLA
- Respond to all internal emails or calls within 24 hrs

### **Attributes / Skills required:**

- Self-motivated
- A keen eye for detail
- The ability to work without supervision
- Proficient in IT, literacy and numeracy
- Excellent communication skills

### **Experience Requirements:**

- Bookkeeping or similar role (Finance department)

### **Other Requirements:**

- GCSE Maths (or equivalent) as minimum
- UK right to work status