

## Job Title: Bookkeeper

Location: Head office with home working	Reports to: Accountancy Team Manager	Roles reporting to this role: n/a
<b>Purpose of Role:</b> Responsible for the preparation of monthly bookkeeping tasks and management accounts via MazApp for a range of small and micro clients Accountable for ensuring all bookkeeping deadlines are consistently achieved		
<b>Role Responsibilities:</b> <ul style="list-style-type: none"><li>• Complete monthly bookkeeping activities for Mazuma clients including;</li><li>• Prepare and amend management accounts</li><li>• Prepare and amend VAT Returns</li><li>• Reconciling bank on software (MazApp)</li><li>• Embrace technology, leading with a systems first mentality</li><li>• Ensure you adhere to deadlines and company SLAs</li><li>• Drive your professional development, enthusiastically undertaking training and working towards progression</li><li>• Adhere to service excellence</li><li>• Working closely with the Accountants and the Team Manager</li><li>• Consistently demonstrate The Mazuma values</li><li>• Carry out any other duties as required to support the team and our clients</li></ul>		
<b>Role Objectives:</b> <ul style="list-style-type: none"><li>• Complete assigned envelope within package SLA</li><li>• Respond to all internal emails or calls within 24 hrs</li></ul> <b>Attributes / Skills required:</b> <ul style="list-style-type: none"><li>• Self-motivated</li><li>• A keen eye for detail</li><li>• The ability to work without supervision</li><li>• Proficient in IT, literacy and numeracy</li><li>• Excellent communication skills</li></ul> <b>Experience Requirements:</b> <ul style="list-style-type: none"><li>• AAT Level 2 qualification or equivalent</li><li>• Practical Bookkeeping experience</li></ul> <b>Other Requirements:</b> <ul style="list-style-type: none"><li>• GCSE Maths (or equivalent) as minimum</li><li>• UK right to work status</li></ul>		