

Job Title: Bookkeeper

Location: Head office with home working

Reports to: Accountancy Team Manager

Roles reporting to this role: n/a

Purpose of Role:

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

Role Responsibilities:

- Complete monthly bookkeeping activities for Mazuma clients including;
- Prepare and amend management accounts
- Prepare and amend VAT Returns
- Reconciling bank on software (MazApp)
- Embrace technology, leading with a systems first mentality
- 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
- 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:

- AAT Level 2 qualification or equivalent
- Practical Bookkeeping experience

Other Requirements:

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