

Role: Financial Book Keeper**THE COMPANY**

Since 2007 BigGreenSmile has been championing the retail of natural and organic beauty and household products. We have experienced double digit growth every year since we launched and have expanded outside of our home UK market into Belgium, The Netherlands, France and Germany.

We are a small company with big goals. Our small team is hard working, self motivated and full of energy. To be successful in this role you will need to bring with you these same qualities.

THE ROLE

We are looking for an experienced bookkeeper capable to take over day to day accounting activity, posting and reconciling General Ledger accounts and assisting with internal and external financial reporting.

Main duties include:

- Maintaining sales and purchase ledgers and posting sales and purchase invoices on to accounting software
- Weekly preparation of payment run to suppliers, supplier accounts reconciliation, matching invoices to payments
- Prepare and post accounting journals and accruals
- Prepare and post payroll journals
- Prepare and submit VAT returns
- Prepare all accounts to trial balance stage
- Balance sheet accounts reconciliations, assist with bank and control accounts reconciliation.

THE CANDIDATE

Skills and experience:

- Experience of preparing accounts to trial balance stage
- AAT qualified or equivalent.

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- Bookkeeping experience ideally using Excel & Sage; SAP would be advantage
- Good Excel skills including using formulae
- Strong attention to detail.
- Good communication skills, able to work independently as well as part of team
- References Essential

This position is being offered on a permanent basis, requiring 20 hours per week across 4-5 days based in our office in Amersham, Buckinghamshire.

You will be working independently within a small and dynamic finance team of 4 and reporting into the Financial Controller.

Some working from home might be available once established in the role.

Salary: competitive

To Apply

All applications to hr@biggreensmile.com