



About us: Access Care Management Limited is a small business in Andover. We are professional, supportive and fun.

Our work environment includes:

- Modern office setting

Our Companies:

Access Care: Private, mid-size specialist recruitment agency established in 1994. Care Worker Recruitment & Matching Agency; O & P Stockbridge & London: gorgeous gift boutique with a physical shop in Stockbridge and an ecommerce business.

The Position Up for Grabs:

Bookkeeper for both businesses –

Working Pattern: We are looking for someone approx. 20 hours a week ideally across 3-5 days, but happy to build a pattern to suit both parties.

Location:

We need someone who is predominantly in the office with us for ease of communication. The office is in the idyllic village of Goodworth Clatford, Hampshire. A commutable distance from Salisbury, Romsey, Andover, Basingstoke, and Winchester. The village has lovely countryside for walking, a park nearby, a personal training gym a few minutes away, a great village shop and good pubs perfect for a spot of lunch! There's an office pup too, a Cavalier King Charles Spaniel called 'Chloe' who appears periodically!

The Perks of Your Job:

You'll Feel Trusted, Appreciated & Valued as Part of The Team

- Your Role Will Help Us All Make a Positive Difference to The Lives of Many People
- You'll Feel Trusted, Appreciated & Valued as Part of The Team
- Free Onsite Parking
- Ever-giving Fruit Tree
- Unlimited Tea & Coffee
- Break Out TV room
- 22 days' holiday + Bank Holidays pro rata increasing with loyalty to 25 - Company Team Building Fun days Out - Company Sun Days
- 30% Lifetime Friends & Family Discount on Access Care Agency Fees for our services
- 30% Discount @ <https://www.oplondon.com/>
- Friendly Office with a Work-hard/Play-hard Mentality
- Childcare Voucher Scheme
- Employee Pension Scheme
- Dress down comfy clothes days
- Finish early Fridays (subject to workload)
- KPI Bonus Scheme

The Purpose of your position:

You will be responsible for keeping the books for both companies, splitting your role between the two (perfectly achievable) and exciting to work on completely different businesses too. Your primary focus is to work with our team to ensure all financial aspects of the companies run smoothly both internally, and for our clients and customers.

Tasks for companies include:

- Invoices ● Drafting & Issuing New Client Invoices for Access Care as & when requested by the new business team ● Drafting & Issuing Client invoices on a four-weekly basis via email through Xero for Access Care
- Answering & solving Client Invoice Queries ● Credit Control Calls on a scheduled basis to keep customer accounts up-to-date ● Payments ● Processing & Logging Credit/Debit Card Payments by phone & through the internet
- Processing & Paying-in cheques as necessary ● Administration ● Weekly Cashflow Data Entry and Forecasting with regular payments & purchase invoices
- Data entry of figures on the company statistical reports ● Reconciliations ● General administrative bookkeeping duties ● Organisation and administration of client accounts/Folders/Paperwork
- Recording of all telephone calls made/received (typed notes) ● Petty Cash Management ● Xero Database Management up to trial balance ● Preparation & submission of quarterly VAT returns ● Answer the telephone to assist the team when necessary
- Procurement & Purchasing ● Premises / Telephones / Office Equipment ● Ordering Supplies & Stationery with a view to reduce cost ● Reporting ● Providing regular set reports as requested by management
- Provide timely information to and attend weekly departmental and team meetings ● Product Development & General ● Assist to create & maintain documentation to aid and assist our bill payers when they become customers.

On our side, we'll back you up with all necessary training. We are a friendly, hardworking, fun team. We work hard and play hard, paying attention to minute detail to exceed our customers' expectations and offer a truly personalised service.

Your Experience/Skills/Qualifications:

●Advanced knowledge of Xero accounting ●Knowledge of Asana (project management software) ideal but not essential ●Strong customer service skills ●Strong Microsoft Office Skills ●Excellent Telephone manner and clear written and spoken English●- Experience in budget monitoring and forecasting a plus ●Understanding of requisition procedures, arranging, and processing payments and keeping accurate records ●Understanding of financial regulations and procedures ●Ability to develop and maintain efficient administrative systems ●Capable of working on own initiative and able to prioritise workload

Job Types: Part-time, Flexible Working

Part-time hours: 15-20 per week

Salary: £15.00-£18.00 per hour

Benefits:

- Flexible Working
- Flexitime
- Free parking
- On-site parking

Experience:

- Xero: 2 years (required)
- bookkeeping: 5 years (required)
- Work Location: One location

Applications to include: a CV and Cover Letter

Attn: CEO Tiggy Bradshaw to: hello@access-care.co.uk