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We will be the firm that clients always choose to work with and where talented people belong.

Bookkeeper

Job description

Job title: Bookkeeper
Location: Newark
Reports to: Bookkeeping Hub Lead

Role summary

Undertake book-keeping duties on behalf of clients of the firm having gained a solid understanding of the firm's operations, accounting and business advisory service.

Key responsibilities

- Maintain records of accounts and reconciliations
- Preparation of CIS returns where required
- Maintain knowledge of regulatory changes
- Maintain an accurate and complete trail of supporting documentation for all financial and book-keeping activities
- Maintain up to date complete and systematic filing system to support book-keeping and financial records
- After probation period, you may be required to undertake bookkeeping work at client's premises.

Person specification

- Experienced Bookkeeper with skills in computerised book keeping, filing online of VAT returns, preparation of unincorporated business accounts for both management and year end purposes.
- Must be organised and systematic in their approach to work.
- Must be able to actively manage own workloads and take responsibility for own development.
- Must possess IT skills to operate in-house programs. Good knowledge of Microsoft Office products will be required as well as knowledge of how to use various bookkeeping packages such as Xero.

- Must possess a good working knowledge of accounting standards and the accounting provisions of the Companies Act. (preferred)
- Basic knowledge of business tax. (preferred)
- Excellent communication skills, both written and verbal.

Duncan & Toplis, an employer of choice

As current holders of both the ICAEW Large Accountancy Firm of the Year Award and a recipient of the GOLD mark of distinction from Investors in Customers, Duncan & Toplis is a great place to apply and explore your talents.

We love to champion our team members, and we pride ourselves in being able to attract and retain top talent from across our region.

Our flexible working and benefits schemes are hugely competitive, and we reward our team members for their loyalty, hard work, and the results they achieve. Our team member perks enable you to enjoy a healthy work-life balance.

Actively involved in our local communities, we take our social responsibility seriously and encourage our team members to get involved in supporting local initiatives, whilst on a global level, we are members of Kreston International, which means that our team members are supported by over 25,000 peer professionals, from 200+ firms around the world.

By creating a positive working environment, we position our team right at the heart of everything we do – after all that's why our clients continually choose to work with us!

