**TOGIP**

**Job Description**

Job Title: **General Accountant**

Department **Finance**

Reporting to: **CEO**

Salary: **£24,000 pa depending on experience**

Benefits: **Workplace pension scheme, business expenses, 13th salary.**

**Introduction:**

Our shared services company is looking for an experienced General Accountant to assist in managing our day-to-day accounting and finance requirements across several individual business partners. Confidentiality, excellent organisational skills and accuracy are important qualifications for this position, as well as good customer relations and the ability to communicate clearly. The ideal candidate for this position is a skilled multi-tasker, is reliable and is committed to consistently meeting deadlines. Their primary duties will be maintaining financial records, preparing tax returns, preparation of Board reports and overseeing the financial health of the company. The candidate will also regularly engage with the company’s accountants.

**Key Responsibilities:**

* Recording financial transactions
* Handling accounts payable and receivable
* Completing tax forms
* Managing profit and loss statements and balance sheets
* Paying regular bills for the individual business partners
* Maintaining company ledgers
* Payroll and online reporting to HMRC
* Processing and managing sales ledger invoices
* Appropriately coding payables
* Paying suppliers for their goods and services
* Handling subsidiary accounts
* Filing historical records and retrieving necessary documents as needed for others
* Researching and complying with government and local requirements as they pertain to the company's operations and financial activities
* Monitoring debt levels and ensuring compliance with debt covenants
* Recording cash receipts and handling bank deposits
* Maintaining petty cash
* Preparing information for auditors
* Assisting with keeping an annual company budget
* Providing administrative and clerical support as needed
* Additional bookkeeping duties as designated by management

**Key requirements:**

* Degree or similar certified qualification in Accounting. \*
* Work experience in field min 3 years. \*
* Payroll experience using XERO Payroll or similar (Sage Payroll) and HMRC online. \*
* Good knowledge of accounting principles. \*
* Organisation, timeliness, attention to detail and professionalism.
* Business management experience.
* Knowledge of cloud-based accounting software (the company uses XERO).
* Good data entry skills, clerical skills, multitasking.
* Analysing information, problem solving.
* Excellent current knowledge of regulatory requirements.

**Working hours:**

Monday to Friday 09:00am to 17:30pm.

**Location:**

Based at the TOGIP Head Office.

\* essential to have.