

Role Specification

Role title: **Bookkeeping & Payroll Assistant**

Role type: Part time - (Between 15 and 20 hours per week)

Working hours: 2-3 days a week

Holidays: 28 days (pro-rated) plus Bank Holidays, increasing with length of service

Contact for applications: Matt Field- matt@limegreengroup.com

Rare opportunity to join a forward-thinking accountancy practice.

We are a dynamic progressive tax and accountancy firm based in London & Lincoln and we are currently looking for a Bookkeeping & Payroll Assistant to join our growing Lincoln team, on a market-leading salary and quarterly performance bonus package. The role will be primarily office-based with a degree of flexibility to accommodate home working.

We offer innovative and effective advice, together with the provision of a full range of tax, accounting and business advisory services to our clients in the creative industries. The firm has a long history of offering a wealth of specialist experience and services to help our clients succeed.

Our people are our first priority. We are dedicated to each team member's wellbeing & happiness within the workplace, along with personal & professional growth.

Your role and responsibilities:

With the assistance of a senior client manager you will have responsibility for, and ownership of, the following tasks and processes:

- Bookkeeping for clients using Xero
- Monthly payroll preparation including pension submissions
- Reviewing financial record keeping for clients using Xero
- Raising and resolving record keeping queries with clients
- Preparing quarterly VAT returns
- Preparing quarterly financial reviews from accurate Xero records
- Leveraging the latest technologies to deliver, advance and improve services
- Maintenance of accurate databases and efficient systems
- Ad-hoc administration duties including liaising with HM Revenue & Customs

What you'll need for the role:

- A positive attitude
- Minimum 3-5 years experience in a similar, client-facing role in practice
- Qualified or qualified by experience (QBE)
- Proficiency with Xero
- Proficiency in processing client payrolls and working with third parties, including HM Revenue & Customs, The Pensions Regulator and pension providers
- The ability to effectively manage workloads and meet deadlines
- Excellent communication skills
- The ability to build and maintain business relationships

This is what you can expect if you join LimeGreen:

- Market-leading salary package
- Quarterly performance-based bonus scheme
- Generous annual leave which increases with length of service
- On the job training and well-rounded practical experience
- A client facing role working with the UK's most exciting and disruptive startups, entrepreneurs and small business owners across the creative sectors
- A career with a highly reputable firm that puts its people and their wellbeing first