

Job description

We're Charlton Baker, an award-winning, people-first accountancy and advisory firm with a reputation for doing things differently. From our roots in Devizes to supporting clients across the UK, we believe in real relationships, radical honesty, and giving people the freedom to thrive.

We're looking for a Bookkeeper/ Payroll & Accounts Assistant to join Team CB - someone who enjoys being the person clients trust, teammates rely on, and the business grows around. You'll take ownership of a varied client portfolio, and play an active role in shaping how we deliver great work as we continue to grow.

Location: Marlborough, minimum of 3 days per week

Hours: 37.5 hours per week

Salary: £30,000 - £32,000

Contract length: Permanent

Purpose of the Role

To ensure clients' bookkeeping and payroll is accurate and completed in a timely manner and keeping accurate and up to date records to enable high-quality accounting services.

This role provides the operational backbone of our service, maintaining reliable financial data and supporting smooth delivery of bookkeeping, payroll and accounts preparation work for a portfolio of clients.

Key Responsibilities

- Maintain accurate and up-to-date financial records for a portfolio of clients, ensuring bookkeeping is completed to a high standard and supports efficient preparation of accounts and tax work.
- Ensure VAT records are prepared and submitted accurately and on time, providing reliable financial information for clients and the wider team.
- Manage payroll processing for a portfolio of clients, ensuring payroll deadlines are met, pension submissions are made to providers, and clients receive accurate and timely information.





- Build positive working relationships with clients and colleagues to ensure financial information is received promptly and any queries are resolved quickly.
- Contribute to the efficient running of the office by identifying opportunities to improve processes, systems, and ways of working.

Required skills

- AAT Level 2 or 3 qualified, or equivalent experience in bookkeeping and payroll.
- Experience working with cloud accounting systems such as Xero or similar platforms.
- Strong attention to detail with the ability to maintain accurate financial records.
- Good organisation and time management skills, with the ability to manage multiple client deadlines.
- Confident communication skills and a collaborative approach when working with both clients and colleagues.

Values & Behaviours

- Pride and ownership of work, taking responsibility for accuracy and quality.
- Clear, open communication with clients and colleagues.
- A collaborative mindset and willingness to support others.
- Curiosity and commitment to learning and improving how we work.
- Living our values: real relationships, radical honesty, freedom with responsibility, and embracing the new.

You'll be part of a friendly, ambitious team where you're trusted to do your best work and supported to grow. We offer clear development pathways, flexible working, and a culture built on respect, collaboration, and genuine care - for our clients and each other.

Ready to apply?

Just send us a CV.





We don't use AI to screen applications - every CV is read by a real person. We'd love to hear your genuine voice, so please make sure your CV is personal to you and tailored to this role.

Accessibility & Inclusion

We know that everyone needs different things to do their best in a recruitment process. We want to give everyone the chance to shine, and we're committed to making our process as inclusive and accessible as possible.

That's why we do a few things as standard, including:

- Sharing interview questions in advance so you can prepare your thoughts.
- Being clear about what to expect and what we're looking for at each stage of the process.
- Offering a choice between video and in-person interviews.

If there's anything else that would help you show us your best self, just let us know. We'll always do our best to accommodate what works for you.

