



Bookkeeper Team Leader – Maternity Cover Job Description

Job Title: Bookkeeper Team Leader

Reporting line: Practice Manager

Location: Devizes, minimum of 4 days per week

Working hours: 37.5 hours per week

Salary band: Circa £35,000, DOE

Contract length: 9 months

Purpose of the Role

To lead and develop Charlton Baker's internal bookkeeping team while delivering high-quality bookkeeping services to a diverse portfolio of clients. The role includes managing complex multi-entity bookkeeping assignments, supporting VAT and payroll compliance, and overseeing the day-to-day performance and growth of a team of bookkeepers across multiple branches.

Key responsibilities

- Deliver bookkeeping services for a complex multi-entity business, including reconciliations, journals, and reporting
- Manage a portfolio of additional client bookkeeping assignments
- Prepare and file VAT returns, including annual partial exemption calculations
- Process payroll and ensure compliance with reporting deadlines
- Lead the internal bookkeeping team, including weekly 1:1s, mentoring, and performance support
- Allocate workload across the team and coordinate holiday cover
- Oversee Xero and Dext setup, training, and migrations for clients
- Support VAT registrations, HMRC gateway setup, and client onboarding processes
- Monitor team KPIs and quality standards
- Head up relationships and processes for outsourced bookkeeping
- Act as a subject matter expert across the firm for bookkeeping systems and workflows

Required skills

- Extensive experience in bookkeeping within an accountancy practice





- Strong working knowledge of Xero, Dext, and cloud-based accounting tools
- Confident in VAT reporting, including PE VAT calculations
- Experience managing or mentoring a small team
- Excellent organisational and time management skills
- Strong communication and interpersonal skills
- Ability to support process improvement and drive best practice

Values & Behaviours

- Take pride and ownership in delivering accurate, timely work
- Communicate clearly and respectfully with clients and team members
- Support the success and growth of others through mentoring and collaboration
- Continuously develop your own skills and share your knowledge with others
- Model and promote Charlton Baker's values: **real relationships, radical honesty, freedom with responsibility, and embrace the new**

