



Bookkeeper Job Description

Job Title: Bookkeeper

Reporting line: Practice Manager

Location: Bristol (Clifton) or Wantage

Working hours: 37.5 hours per week

Salary band: Circa £30,000, DOE

Purpose of the Role

To maintain accurate and timely financial records for a portfolio of clients, supporting the smooth running of their businesses through effective bookkeeping, reconciliations, and VAT reporting. The role ensures financial data is complete, compliant, and ready for use in wider accounting processes.

Key Responsibilities

- Process monthly bookkeeping for clients across a range of industries.
- Sales and purchase invoice processing.
- Bank and credit card reconciliations.
- Prepare and post journals (e.g. payroll, depreciation, accruals, prepayments).
- Produce VAT returns for review and submission.
- Liaise with clients and colleagues to ensure information is accurate and deadlines are met.
- Support client onboarding and contribute to excellent service delivery.

Required skills

- AAT Level 2 qualified (or equivalent by experience).
- Familiarity with Xero or similar cloud accounting software.
- An organised, systematic approach with excellent attention to detail.
- Strong communication skills and a collaborative mindset.
- Great time and priority management skills to handle multiple deadlines at once.





Charlton
Baker

Values & Behaviours

- Pride and ownership of work.
- Clear and respectful communication.
- Continuous learning and improvement.
- Commitment to helping both clients and colleagues succeed.
- Lives our values: real relationships, radical honesty, freedom with responsibility, embrace the new.

