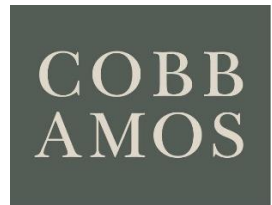


Bookkeeper / Financial Assistant

Full Time
Immediate start available



Overview

We are looking for a highly motivated individual to join our team, currently based in our Hereford Office. The successful candidate will be responsible for the tasks listed under Job Description.

The business is in the process of restructuring and building a new team, which has presented an exciting opportunity for the right candidate to support the rebuilding process and business growth in varied, interesting and challenging role. This would be a role covering Accounts Administration for our busy Lettings Department PLUS Bookkeeping / Finance Assistant role.

This is a fantastic opportunity for a capable person to join one of the region's leading firms. You will be tasked with providing a high level of information in a timely fashion to support our growing needs.

Job Description	
Responsibility	
Maintenance of purchase and sales and nominal ledgers using Xero	
Journal entries	
Departmental analysis	
VAT returns	
Prepayments and accruals	
Monthly management accounts	
Purchase order control	
Payroll (if appropriate)	
Full management of client and tenant monies via CFP / Winman / Vebra software	
Control of supplier / contractor payments and recharges	
Entering rent / deposit receipts, sending payments via BACS using Lloyds Link banking	
Full month end reconciliation of bank accounts and sales day books / VAT for submission to company accountant for management accounts	
Regular meetings with the Property Maintenance Manager to discuss arrears and any other issues arising	
Daily banking for cash / cheque receipts	
Liaising with all clients, tenants, lettings & maintenance teams as required and keeping a high level of customer service	
Rent arrears collection, including telephoning tenants to request payments	
Manage / collate incoming purchase invoices against company Sales Order Process system to pass on to Purchase Ledge Department	
Liaising with Directors with incoming post for distribution post for distribution to appropriate Office / Manager	

Responsibility	Importance
Minimum of 3 years' experience in a small office environment	Essential
Experience with Xero, Sage or similar Accounts packages– at least three years' experience	Essential
Knowledge of Microsoft Office and highly competent with Excel in particular	Essential
Ability to work independently at times and also as part of a small team	Essential
Excellent organisation skills and self-starter	Essential
Knowledge and understanding of property management / lettings	Desirable

Person Specification	
Characteristic	Importance
To be able to demonstrate effective time management skills	Essential
The ability to work on your own initiative with minimal supervision	Essential
Strong communication skills, both oral and written	Essential
Organised and able to prioritise workload effectively	Essential
Good interpersonal skills	Essential
Numerate, with problem solving abilities	Essential
To be able to provide high quality support with a bright and energetic outlook	Desirable
Have an excellent eye for detail and a methodical and professional approach to ensure attention to detail is adhered to at all times	Desirable

If you are interested in this position, please complete an application form (available to download on our website: cobbamos.com) and send with a covering letter and up to date CV to:

Stephen Saunders
 Managing Director
 14 King Street
 Hereford
 HR4 9BW

Email: recruitment@cobbamos.com