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# BOOKKEEPING ASSISTANT

Melanie Curtis Accountants

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**MELANIE CURTIS**

CHARTERED CERTIFIED ACCOUNTANTS  
& BUSINESS GROWTH SPECIALISTS

## Job Description

We have a great and exciting opportunity for a Bookkeeping Assistant to join the MCA team at our Reading office.

As a Bookkeeping Assistant, your responsibility as a whole will be to complete the bookkeeping and VAT returns for our clients as well as assisting the Accounts team with other queries and work.

## Key Responsibilities

### Client Relationship Management

Your key tasks will be to:

- Proactively communicate with clients to understand their needs
- Monitor the level of service for each client to ensure it meets clients' expectations
- Ensure that all client queries are dealt with effectively and to a timely manner

When working on these day to day tasks, you will need to be mindful that we have a 24 hour turnaround policy on all emails and calls to clients

### Bookkeeping, VAT Returns and Compliance:

Your key tasks will be to:

- Complete bookkeeping for clients on a monthly or quarterly basis
- Ensure that all work is completed accurately
- Complete VAT returns for clients
- Complete CIS returns
- Actively take ownership of bookkeeping and VAT return preparation for clients and ensure all work is completed ahead of internal and external deadlines

## Qualifications, Experience and Skills

- A qualification in bookkeeping is essential
- Experience of working with Quickbooks Online, Xero and Sage One would be an advantage
- Experience of completing bookkeeping, VAT and CIS returns and EC sales lists
- Great knowledge of VAT
- Analytical and problem solving skills
- Excellent written and verbal communication skills
- Excellent organisation and time keeping skills
- High degree of accuracy, responsibility and attention to detail
- Experience of being in a client-facing role is desirable



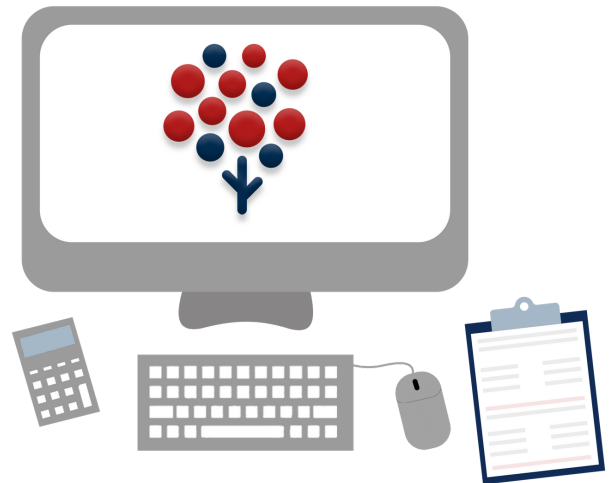
MELANIE CURTIS ACCOUNTANTS  
THE WELLINGTON OFFICE  
STATFIELD SAYE  
RG7 2BT

## What we expect from you

- To complete jobs on time and within budget
- Manage workload and establish priorities
- Achieve KPI's
- Communicate clearly and in a timely manner with clients

## What we would like from you

- Able to work under pressure
- Able to meet deadlines
- Assist other team members where appropriate
- Be a team player
- Work in a focused manner and with attention to detail
- Display each of the following attributes - excellent work ethic / dedication / punctuality / initiative / personality / proactive / organised / professional



## About MCA

We are a growing team of accounting and business advisory professionals with a passion to make clients lives easier and stress free. The MCA team offers a variety of compliance and advisory services with a friendly and relaxed approach. Due to the recent success, we are looking for a Bookkeeping Assistant to join our team.

There are many perks to the job including good company referral bonuses, perks and work schemes and plenty of room for career growth within a fast growing firm.

## Hours of work

Hours will be Monday to Thursday 9am-5.30pm. Fridays we finish half an hour early (5pm) to get the weekend started that little bit earlier!

Our biggest aim at MCA is to continue to create a relaxed, fun and approachable atmosphere not only to our clients, but for the team as well, so if this sounds like it might be a job for you, get in contact with us, we would love to hear from you!

Please send your CV and covering letter to [mel@melaniecurtisaccountants.co.uk](mailto:mel@melaniecurtisaccountants.co.uk)



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