



Job Description

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| Job Title | Apprentice bookkeeper |
| Reports to | Client Accountant |
| Working Hours | 9:00 AM to 6:00 PM – 40 hours per week (For business reasons working hours could be subject to variation) |
| Salary and benefits | A competitive salary, generous benefits, and career development |
| Location | Milton Keynes, Buckinghamshire |

Welcome to Alexander Rosse! We're a dynamic and enthusiastic team of qualified accountants and advisors. Since our establishment in 2009, we have become one of the leading Chartered Accountancy firms specialising in Xero. We take pride in our Xero Platinum Partner status, and our founders' backgrounds in Big 4 accountancy firms have equipped us to support the growth of small to medium-sized businesses. With our wealth of experience and dedication, we make a real difference to our clients.

Position Summary:

As an Apprentice bookkeeper at Alexander Rosse, you will play a crucial role in recording and maintaining accurate financial transactions and ensuring up-to-date financial records and statements. Additionally, you will be responsible for various tasks, including monthly reconciliations, VAT returns, confirmation statements, and year-end accounts. You will utilise specialised software such as Xero, Dext, and spreadsheets to carry out your duties effectively.

Duties & Responsibilities:

- Record financial transactions within Xero, our accounting software.
- Balance and maintain accurate ledgers while providing guidance and support to clients.
- Add disbursements and recharges to the accounts.
- Ensure proper accounting for prepayments and accruals.
- Keep a log of time spent on client bookkeeping and plan tasks accordingly.
- Add payroll reports to Xero and reconcile them accurately with salary and PAYE payments.
- Reconcile bank feeds in Xero or other software.
- Create and reconcile purchase and sales invoices.
- Reconcile general ledger accounts using credit and debit entries.
- Complete bank reconciliations and identify reconciling items in a timely manner.
- Understand and comply with reporting requirements in line with statutory regulations.
- Answer client and prospective client phone calls, helping with their queries.
- Contact clients to request information or explain complex topics in simple terms.
- Ensure prompt responses to clients within four hours of their initial communication.



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Duties & Responsibilities (continued):

- Complete VAT returns and reconcile the VAT accounts.
- Prepare payment files for vendors and, if required, make payments on their behalf.
- Undertake additional responsibilities as and when required.

Academic Qualifications:

- Minimum of five General Certificates of Secondary Education (GCSEs) at grades 9 to 4, including Mathematics and English.
- A-levels in Mathematics, Business Studies, Economics, or similar subjects are also desirable.

Skills and Behaviours:

- Uphold integrity, objectivity, confidentiality, professional behaviour, professional competence, and due care.
- Collaborate effectively with colleagues as part of a team, avoiding conflicts that could harm the workplace.
- Communicate clearly and efficiently, giving and receiving feedback on service quality.
- Possess excellent oral and written communication skills.
- Take ownership of professional development.
- Approach problem-solving with meticulousness, logic, and a methodical mindset.
- Adaptability to work in a demanding and stressful environment.
- Pay great attention to detail, ensuring accurate data entry and error recognition.
- Apply mathematical skills for precise record-keeping.
- Demonstrate administrative skills for filing financial records.
- Possess computer literacy, particularly in spreadsheets, databases, and accounting software such as Xero, Microsoft Office, Excel.
- Manage multiple tasks and prioritise them to meet deadlines.
- Exhibit strong interpersonal and customer service skills for client and team interactions.
- Communicate complex financial matters in a clear and accessible manner.

At Alexander Rosse, we offer a supportive and nurturing environment that fosters professional growth. As an Apprentice Bookkeeper, you will contribute to our mission of providing exceptional accounting services to our clients while developing your skills and knowledge in the field. Join our team and embark on an exciting journey with us!