



## Job Description

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

### 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.

At Alexander Rosse, we offer a supportive and nurturing environment that fosters professional growth. If you are a seasoned Senior Bookkeeper Accountant with a passion for driving financial success and empowering SME growth, we invite you to apply for this exciting opportunity. Join Alexander Rosse in making a meaningful impact on the financial success of our clients.

### Position Summary:

As a Senior bookkeeper at Alexander Rosse, you will play a key role in delivering a high-quality and efficient bookkeeping service to our diverse client base. You will work closely with a dedicated team of accountants and other support team members to ensure our clients' financial records are accurate, up-to-date, and compliant with UK regulations.

### Duties & Responsibilities:

- Manage the bookkeeping processes for a portfolio of allocated clients.
- Record and process all financial transactions, including purchases, sales, receipts, and payments, ensuring accuracy and completeness.
- Prepare and reconcile bank statements, credit card statements, and other financial accounts.
- Assist with the preparation of VAT returns, ensuring compliance with HMRC regulations.
- Maintain accurate and detailed financial records, including general ledgers, subsidiary ledgers, and fixed asset registers.



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- Generate and present various management reports, such as profit & loss statements, balance sheets, and cash flow statements.
- Liaise effectively with clients to obtain necessary information and address any queries they may have.
- Maintain a strong understanding of UK accounting principles and best practices.
- Adhere to all internal control procedures and safeguard sensitive financial data.
- Contribute to the continuous improvement of the bookkeeping processes and workflows.
- Undertake additional responsibilities as and when required.

### Qualifications & Experience:

- AAT qualification (or equivalent experience) in accounting or a related field.
- Minimum of 3-5 years' experience working as a senior bookkeeper in a similar environment.
- Strong understanding of the full bookkeeping cycle and accounting principles.

### Skills & 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.
- 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.

### To apply:

Please submit your CV and a short video explaining why you are interested in this role and how you see yourself contributing to Alexander Rosse to [vacancies@alexanderrosse.co.uk](mailto:vacancies@alexanderrosse.co.uk). Please state your current salary expectations.



## Job Description

Alexander Rosse is a dynamic and inclusive business, committed to fostering a workplace that values diversity and promotes equal opportunities for all. As part of our dedication to creating an open and supportive environment, we encourage applications from individuals of all backgrounds.