

## **Cameron Accounting Limited: Job Description and Person Specification**

**Post Title:** Bookkeeper/ Payroll Assistant  
**Location:** Stirling  
**Hours:** Negotiable up to 21 hours per week  
**Salary:** Depending on experience  
**Reports to:** Managing Director

### **Main Purpose of Role**

Cameron Accounting Ltd has a vacancy for a Bookkeeper / Payroll Assistant with relevant experience to work from its office near Stirling town centre. The ideal candidate for this role will be reliable, committed to consistently meeting deadlines and familiar with modern financial software.

The job responsibilities will primarily be centred around bookkeeping and will involve a wide range of accounting tasks including managing client pay-runs and supporting the Managing Director in preparing accounts and tax returns for clients.

We recognise the importance of personal development and support ongoing training.

The post holder will work closely with the Managing Director to deliver a proactive, flexible and personal accounting support service to individuals, small businesses and charities in central Scotland.

### **About us**

Cameron Accounting is a young, growing accountancy firm with a wide range of clients including individuals, small businesses and charities.

We listen to our clients to understand their business and establish key objectives so that we can provide them with a tailored service that will help them to prosper.

Our reputation is based on providing our clients with excellent service, the main source of new business being referrals from existing clients.

As Receipt Bank partners, we have access to their award-winning accounting software that automatically converts invoices and receipts into data, making it easy for clients to send their financial information straight to us.

We are committed to upholding the five fundamental principles of ACCA's ethical code which are:

- 1) Integrity
- 2) Objectivity
- 3) Professional competence and due care
- 4) Confidentiality
- 5) Professional behaviour

Furthermore, we strive to minimise our environmental impact and we promote the business case for our clients to do likewise.

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### **What we can offer you:**

The successful candidate will be eligible for various benefits, such as:

- Competitive salary and CPD allowance
- Opportunities for flexible working, including location
- Generous annual leave and bank holiday entitlement
- Excellent working environment
- Company pension scheme
- Cycle to Work scheme

### **Main duties**

#### **1) Bookkeeping for clients**

Assisting clients in maintaining their bookkeeping records including records of debtors, creditors, bank reconciliations, journal entries (for wages, prepayments, accruals and in the case of charity clients only, the allocation of overheads to funds) and preparing VAT returns. This will include:

- Asking clients for records and pursuing any additional information required
- Arranging monthly visits to clients
- Reviewing and publishing invoices/receipts for expenditure on Receipt Bank
- Updating the account settings on Receipt Bank including lists of payment methods, bank accounts, codes and departments
- Investigating unreconciled bank transactions
- Correcting any miscoding noted within the nominal codes and in the case of charities fund codes, in the trial balance
- Completing month-end processes and resolving any anomalies on time
- Producing monthly management accounts and other information to clients
- Providing advice and training to clients over the phone, by email and in person

#### **2) Managing clients' payroll**

- Reminding clients to send timesheets and other information
- Calculating wages and salaries
- Following company procedures for each pay-run
- Administrating employer pension schemes
- Preparing year-end reports

#### **3) Assisting with the production of accounts and tax returns**

- Preparing schedules to support all balance sheet items for clients' annual accounts (sole traders, partnerships, companies and charities)
- Preparing documents for clients to sign electronically

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- 4) Maintaining your own timesheet, task list and other administration in a timely manner and to a high standard**
- 5) Assisting in any reasonable manner to achieve the requirements of Cameron Accounting, its business standards and objectives**

This job description does not represent an exhaustive list of responsibilities and tasks but indicates the scope of the post. Cameron Accounting reserves the right to require employees to perform other duties from time to time which are of a comparable level of responsibility and align with the general character of the post.

### **Experience**

#### **Essential**

- Minimum two years' experience of computerised bookkeeping using either Kashflow, QuickBooks or Sage
- Experience of working with lawyers, accountants, business owners and the self-employed

#### **Desirable**

- Experience in an accounting practice
- Experience using Receipt Bank
- Experience of Payroll and Auto-Enrolment
- Experience of other Microsoft office 365 apps (particularly Forms, Outlook, Word)
- Experience of evaluating processes for measuring their effectiveness
- Experience developing and delivering initiatives

### **Knowledge**

#### **Essential**

- Good understanding of HMRC guidelines and record-keeping requirements
- Good knowledge of Microsoft Excel
- Good understanding of the role of the bookkeeper and up-to-date knowledge of UK taxation law including VAT, PAYE and NI

#### **Desirable**

- Advanced knowledge of Microsoft Excel
- Up-to-date knowledge of FRS102 and FRS105
- Good knowledge of Receipts and Payments accounts for Charities
- Ability to understand basic tax planning relating to salaries and dividends
- Up-to-date knowledge of Corporation Tax and Capital Gains Tax

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### Skills

#### Essential

- Good oral and written communication with strong interpersonal skills
- Ability to manage the varied workload through effective planning and organising
- Building rapport with clients and their employees
- Good timekeeping and attendance
- Good numerical skills
- A pleasant telephone manner

#### Desirable

- Sound judgement in decision-making
- Good IT skills – familiarity with Windows 10

### Personal Qualities

#### Essential

- A complete commitment to the principles of the ACCA (see above)
- Ability to self-motivate and use own initiative
- Ability to work unsupervised
- Ability to demonstrate enthusiasm, as well as commitment and a positive approach to work
- Ability to work as part of a small, busy team
- Professional appearance
- Honesty, integrity and commitment
- Adaptability and flexibility

#### Desirable

- Ability to remain calm under pressure
- Ability to be creative and develop new skills

### Qualifications and additional requirements

#### Essential

- Relevant qualifications in accounting and payroll

#### Desirable

- Degree in Accounting from a recognised educational institution
- Current clean, full driving licence
- Access to own transport