



JOB DESCRIPTION

Job Title:	Accountant (Part Qualified / Qualified)
Contract Type:	Permanent, Part-Time or Full time
Reporting to:	Directors
Main Purpose:	Work with Sunblink Directors and Customers to support them with all accounts, forecasting and bookkeeping duties required across the Company.
Remuneration:	Basic £30k pa f/t equivalent, study support, pension & annual bonus

Duties & Responsibilities:

Bookkeeping / financial administration:

1. Recording income and expenditure using Xero online
2. Processing bank reconciliations on Xero accounting software, using bank feeds and also by importing respective csv files across all client and Sunblink bank accounts.
3. Working with the administrator, processing and recording Supplier and Client invoices via Xero across all company accounts (accounts payable and receivable)
4. Recording expenses across all company accounts on a monthly basis for reimbursement
5. Recording company card expenses across all company accounts
6. Coding all entries on Xero accounts software, including ensuring client billable expenses are invoiced
7. Managing the process of the submission of VAT returns with all companies involved with Sunblink
8. Working with the administrator managing the process to ensure the smooth completion of the weekly temporary worker payroll
9. Completion of the CIS submission relating to the weekly temporary worker payroll
10. Management and processing of internal payroll (on BrightPay) for Sunblink and Sunblink's relevant customers
11. Management and completion of the monthly pension and childcare voucher contributions
12. Liaise with HMRC in relation to tax matters, such as obtaining PAYE References, submitting intermediary reports, etc.
13. Assist the director with any company secretarial work for either Sunblink or clients
14. Assist the directors with any self-assessment tax return support
15. Preparing monthly, quarterly and annual management accounts, ensuring balance sheet reconciliations for Sunblink and all clients.
16. Support the budget-setting and financial forecasting processes of Sunblink and its customers
17. Reviewing and ensuring cashflow reporting for Sunblink and all clients
18. Support Sunblink Directors and customers in budgetary control, providing user-friendly and timely financial reports/information
19. Proactively recommend improvements in Sunblink's finance system and processes



Required skills and experience:

1. Part- Qualified accountant or Qualified (ICAEW/CIPFA/ACCA or equivalent)
2. Experience of developing financial systems
3. Experience of the budget management cycle
4. Previous payroll experience (ideally using Brightpay or similar software)
5. Experience of producing reports, analysing, and interpreting complex information
6. Outstanding team-working skills
7. An excellent communicator with interpersonal skills
8. Excellent analytical and problem-solving abilities
9. Flexible, resilient, and positive attitude
10. Previous experience on Xero accounting software or similar

This list of duties and responsibilities is by no means exhaustive and the post holder may be required to undertake other relevant and appropriate duties as required.