

**POSITION TITLE:** Part-time Bookkeeper (initially 4-8 hours per week)

**POSITION OVERVIEW:** Our main motivation in recruiting a part-time bookkeeper is to satisfy occasional client demand for on-site bookkeeping services, which is something we do not currently offer. You may also need to work in our small office in East Sheen or our partner’s office in Wembley.

While strong bookkeeping skills are a given, your key task will be to win the confidence of our clients and work with the rest of the team, who are based remotely, to deliver a first-rate service and help us develop the business.

We are flexible as regards both schedule and hours. We anticipate being able to offer additional hours (if you wish) as the business grows.

**REPORTS TO:** Partner

**DIRECT REPORTS:** None

**SALARY:** We aim to be competitive, but it really depends on the person.

**ABOUT US:** We are a small firm with a dispersed team, operating in an almost paperless environment. We are Xero Gold Partners and are committed to innovation through technology.  
We are ambitious to grow and keen to offer a supportive environment for all team members to develop their skills and career.

**DETAILED BRIEF**

<b>Qualifications/ Experience</b>	<ul style="list-style-type: none"> <li>• Bookkeeping qualification</li> <li>• Experience of working with Xero</li> <li>• Customer-facing experience</li> </ul>
<b>Skills/ Attributes</b>	<ul style="list-style-type: none"> <li>• Excellent communication skills, patience and tact</li> <li>• Attention to detail</li> <li>• Enthusiasm for online solutions</li> <li>• Curious and innovative mindset</li> <li>• Team-oriented</li> </ul>
<b>Main Tasks</b>	<ul style="list-style-type: none"> <li>• Working with Xero and Receipt Bank, either at clients’ premises or remotely</li> <li>• Helping to develop Xero skills within the practice</li> <li>• Highlighting problem areas and finding solutions</li> <li>• Training clients in the uses of our apps (Xero, Receipt Bank)</li> </ul>

<b>Job purpose</b>	<p><b><i>Making clients happy</i></b> Spoiling and delighting our clients as part of a dispersed but dedicated team. You need to have a genuine desire to help people.</p> <p><b><i>Making the team stronger</i></b> Working effectively with the rest of the team and offering advice and support as required.</p> <p><b><i>Developing the business</i></b> Identifying and nurturing opportunities to grow the business profitably in line with our goals.</p>
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APPLICATION DETAILS: e-mail your CV and a brief explanation of your motivation and requirements to [info@artisan-accounts.co.uk](mailto:info@artisan-accounts.co.uk)