

# Cummins Accountants – Job Description

## **JOB TITLE**

- Bookkeeping and Payroll Technician

## **MAIN PURPOSE AND SCOPE OF THE JOB**

- Responsible for bookkeeping, payroll and Auto Enrolment.
- Managing own workflow to meet associated deadlines.

## **POSITION IN ORGANISATION**

**Reports to:** Bookkeeping and Payroll Manager

## **DUTIES AND KEY RESPONSIBILITIES**

### Management of the Bookkeeping process

- Requesting books and records from clients
- Monitoring and chasing client books and records as required
- Processing bookkeeping and issuing reports thereon as necessary
- Ensuring books and records are returned to clients when work is finalised

### Management of Payroll

- Set up of payroll processes.
- Processing and posting figures using BrightPay
- Resolving queries via email, telephone or in person with client

### Auto Enrolment

- Set up and processing of Auto Enrolment.
- Resolving queries via email, telephone or in person with client.

### VAT Returns

- To prepare and submit VAT returns.
- Resolving queries via email, telephone or in person with client

### Work Deadlines

- To be responsible for meeting bookkeeping, VAT and Payroll deadlines and reporting any issues to the appropriate manager

### Team Meetings

- Attending team meetings

## **GENERAL RESPONSIBILITIES**

- To be responsible for keeping work area tidy and presentable
- To carry out all work to a consistently high standard
- To always strive to provide a quality service to our clients
- To be client focused and act in a professional and ethical manner at all times

## Cummins Accountants – Person Specification

### SKILLS AND ABILITIES

Communication

### CRITERIA

*Clear and concise written and spoken communication skills.*

*Ability to present written information in a structured and balanced way appropriate to the needs of the reader.*

*Confident telephone manner.*

IT Skills

*Proficient in use of Microsoft Office Suite.*

*Proficient in use of Xero and BrightPay (and preferably also QuickBooks, Sage, VT Transaction+, etc.)*

Technical problem solving

*Must be willing to use own initiative and research answers to problems.*

### EXPERIENCE

Bookkeeping and Payroll

*Experience in bookkeeping (preferred minimum 3 years using Xero).*

*Experience in payroll (preferred minimum 3 years).*

*Electronic submission of VAT Returns.*

General

*Supporting senior managers.*

### KNOWLEDGE

Qualifications and training

*Relevant bookkeeping and payroll experience and/or qualifications.*

*Good knowledge of:*

- *Double entry bookkeeping theory*
- *VAT*
- *Tax deductible expenses*
- *Payroll procedures SSP/SMP etc*
- *Auto Enrolment*

Personal Development

*Demonstrable attitude to continued professional development.*

### PERSONAL ATTRIBUTES AND OTHER REQUIREMENTS

*Be meticulous and conscientious in carrying out duties.*

*Be ambitious in helping to grow the business*

*Be willing to work extra hours during busy periods.*

*Be a good team worker demonstrating loyalty and commitment to the organisation and team members.*

*Be willing to attend training courses as required.*

*Be willing to carry out any other duties commensurate with position as required by organisation.*