

Job Description: Part-Time Accounts Administrator / Bookkeeper

Network Insurance & Financial Planning is recognised as an industry leading Independent Insurance Brokerage and Financial Advisory firm renowned for offering friendly and professional advice with the best interests of its client at heart.

We are searching for a motivated accounts administrator / bookkeeper who is an excellent multitasker with good communication and time management skills. Reporting to and supporting the accounts manager, the person will be responsible for managing transactions, reconciling statements, and other day-to-day accounting duties.

This is primarily a part-time, office-based role and we are initially looking at 12-20 hours per week (although there is some flexibility here). We are also happy to consider additional hours or a more full-time role.

What are the key elements of this role?

- Support the Accounts Manager with administrative duties as may be required;
- Processing payments, invoices, income and receipts and entering data into accounting software or databases then filing hard copies
- Processing supplier invoices onto Dext/Xero;
- Reconciliation of insurer statements with subsequent payments to insurers;
- Accounts Payable & Accounts Receivable;
- Ensure effective payment of invoices;
- Collaborate with colleagues to investigate debtors positions and resolve;
- Liaise with external accountants as required;
- Plan, organise and manage own workload to ensure your contribution to the company's monthly financial reporting process is achieved in a timely and accurate manner

Who will this appeal to?

The candidate will enjoy working as part of a small team within the organisation.

The candidate may be looking for flexible working hours/days, though within the confines of financial reporting deadlines, which can be achieved.

What will the candidate need (key skills)?

- Hold or studying for an accounting qualification such as AAT, ACCA or CIMA
- Experience of bookkeeping
- Reliability and discretion: you will often learn of confidential matters
- Proactive and positive - Able to work on your own initiative;
- Computer literacy, especially familiarity with spreadsheets, databases and accounting software such as Microsoft Office, Excel and QuickBooks;
- Knowledge of Dext/Xero a benefit, but not a prerequisite;

- Multi-tasking and organisational skills to manage different financial duties, including the ability to prioritise tasks in order to meet deadlines;
- Flexible and able to work as part of a team.
- Ability to work and remain calm under pressure and meet targets and deadlines
- Accuracy and attention to detail.

The Package

In return, you will be welcomed and supported by the Network family, and be joining an organisation that puts its team and clients first.

Some of the benefits are:-

- Salary is negotiable depending on experience and the number of hours worked, as well as duties taken on;
- Annual Holiday Entitlement of 25 days plus bank holidays (pro-rata for part-time);
- Death In Service Cover;
- Healthcare Benefit;
- Company Pension Scheme;
- 24-hour support for physical and mental wellbeing (via Death in Service cover);
- Own Insurance at cost.

Our Culture

Network is a privately owned and run, local family business. Our aim is to earn the long-term loyalty and trust of our clients by exceeding their expectations in our commitment to service, value, professionalism and integrity.

The way in which we treat our customers is an integral part of our business principles, reflecting the value we place on customer focus.

Key to our success is the happiness and well-being of our team. We strive for a working environment, which is fair and provides equal opportunity for all, but importantly a workplace, which is inviting and friendly.