

Job Description: Bookkeeper

Reports to: Operations Director
Hours: Full time (but will consider part time)
Location: Overmoor (Corsham near Bath)
Salary: £24,000 – £28,000 plus benefits (see below)

Who are we?

Vercoglobal is an award-winning employee owned energy consultancy and B Corp. Our vision is to provide solutions for a zero-carbon world; helping our clients reduce their environmental impact and save money through data driven analysis, grounded advice and real-world solutions.

We are proud to work with some of the biggest names in the business, across a wide range of sectors; from governments designing energy efficiency policy, to work with industry leaders on their pressing energy and resource management challenges.

Overall Role Purpose:

As a financial bookkeeper for Vercoglobal, you will join a dynamic, thriving sustainability consultancy, working with the Operations Director, and as part of a team with a Bookkeeper and support. You will be responsible for the bookkeeping requirements for Vercoglobal, a Limited company, and its subsidiaries.

Primary Responsibilities:

As a financial Bookkeeper, your main role is to keep an official track of company spending so when it comes to filing accounts there is an accurate trail of all the outgoings.

You will share the responsibility for the following:

- Processing payments, invoices, income and receipts and entering data into accounting software (Sage) and spreadsheets.
- Preparing financial statements showing business income and expenditure
- Paying supplier invoices and tracking bank account balances
- Completing VAT returns
- Verifying the accuracy of business accounts and alerting the Operations Director of errors
- Recording any inconsistencies to help reconcile inaccuracies
- Developing monthly financial statements including cash flow, profit and loss and balance sheets
- Preparing employee wages (payroll generation is outsourced)
- Managing employee expense claims
- Credit control
- Helping the Operations Director and our outsourced Accountants with administrative duties and preparing yearly accounts
- Support with internal auditing associated with our ISO accreditations (training will be provided)

Person Specification

Job related attributes	Essential criteria	Desirable criteria
Education, Qualifications & Training	Financial bookkeeping qualifications such as NVQ Level 4 or AAT Technician level A minimum of C grade GCSE (or equivalent) in Maths and English	A Level (or equivalent) in a maths or finance based subject. NVQs/SVQs or equivalent from the Association of Accounting Technicians (AAT)
Employment Experience	Experience of working in a bookkeeper role for a limited company Working with VAT registered companies	
Knowledge & Understanding	Good knowledge of SAGE Accounting software Good knowledge of VAT	Understanding on international tax entities such as Ireland.
Skills / Competencies	To be honest, discreet and trustworthy A high level of competence in the use of IT, including Excel and Office 365 Strong communicator in both verbal and written formats Proactive and inquisitive approach An ability to work quickly and accurately, and to deadlines Excellent attention to detail Good concentration and ability to work independently	Working knowledge of any financial modelling tool
Other requirements & attributes	Able to present a professional appearance A passion for sustainability	Willingness to travel nationally

Benefits and Personal Development

Verco provides a supportive environment, and is committed to helping everyone across the business develop. You will receive on the job training and working with your line manager; we will support and invest in your career development.

Our benefits include an annual performance based bonus, 5% pension contribution, Medical Insurance (currently with BUPA), Life assurance (4 x annual salary), Travel Insurance (work and personal including winter sports), Payment of an annual membership of an association, Interest free travel loans, Cycle to work scheme, Give as you earn scheme, Annual eye tests/check-ups, etc.

We are an employee owned business, and therefore share purchase options will be available periodically to the team.

We care about your wellbeing, and develop Wellness Action Plans with you. We aim to be as flexible as we can be with our team, and this includes home working (although we do ask the team to be in the office twice a week). We organise social events and volunteering activities in particular regarding STEM.