

## Accounts Bookkeeper

We are a successful small to medium-sized building contractor and are currently seeking an Accounts Bookkeeper to join our team.

### **This role will involve, but not be limited to:**

- Processing monthly HMRC payroll and CIS online
- Preparing and processing VAT returns online
- Online banking
- Preparing end of year accounts for our accountancy company
- Preparing and filing to HMRC end of year payroll
- Filing
- Ordering Stationery
- Responding to emails
- Answering the phone
- Other office duties when required
- Record day-to-day financial transactions and complete the posting process
- Reconcile bank accounts at the end of each month
- Process accounts receivable and payable

### **Experience level required:**

- Sage 50 Accounts and Sage 50 Payroll
- Must have previous experience as an Accounts Bookkeeper
- Excellent attention to detail and accuracy
- Beneficial to have experience in the Construction industry
- Hardworking, reliable, and committed
- Initially working alongside our secretary prior to their retirement

### **Location:**

- Saunders Yard, Park Mill, Summerleys Road, Princes Risborough, HP27 9QB

### **Salary and working hours:**

- £20-£25 per hour based on experience
- 15 to 20 flexible weekday hours
- Permanent position
- 3 months trial period

**To apply, please send your CV via our enquiry form on our recruitment page or email us at [mail@saundersbrothers.co.uk](mailto:mail@saundersbrothers.co.uk)**

### *About Saunders Brothers*

Brothers Martin and Darren Saunders bring a lifetime of building and bespoke joinery experience. Formalising the company in 2005 the business now employs over 25 full-time staff calling on a trusted network of skilled subcontractors.

Saunders Brothers regularly undertake large and medium-sized building projects across Buckinghamshire and the Chilterns, particularly in the villages and smaller towns.

Our mission is to deliver dream residential and commercial projects, doing this safely, efficiently, and professionally for our clients.

At Saunders Brothers we believe our skilled craftsmen deserve quality materials to create work they can be proud of. Our clients deserve that standard of workmanship and are entitled to a minimum amount of stress and disruption during any project. This approach has led us to become one of the most trusted and well-respected builders in Buckinghamshire and the surrounding area.

