



- ACCOUNTANTS
- AUDITORS
- ADVISORS
- CYFRIFWYR
- ARCHWILWYR
- YMGYNGHORWYR

Job Description: LHP Bookkeeper

- Hours: Full Time (35 hours)
- Contract: Permanent
- Location: Carmarthen Office
- Benefits: Flexi time

This is a fantastic opportunity for an ambitious candidate looking to further advance their knowledge, experience and skillset. As our new Bookkeeper you will have worked previously within an accountancy firm on behalf of a range of sole traders, limited companies and partnerships. You will either need to be qualified (AAT/ACA) or qualified by experience. Xero cloud accounting software knowledge would be an advantage.

LHP Chartered Accountants is a leading Cloud Accounting company based in five offices in Southwest Wales. Established in 1935, with a 70-strong team of cloud specialists and qualified and training accountants. If you are a passionate self-starter, LHP is a great company for you. Apply today!

Responsibilities

Duties will vary and may include:

- Bookkeeping preparation for a wide range of business entities from computerised records (some manual)
- Responsible for the preparation and submission of VAT on a monthly/quarterly basis
- Assist in the transition to Making Tax Digital
- Training new clients to use cloud accounting software
- Assisting the Manager with ad hoc project work for clients
- Liaising with clients on their bookkeeping, and handling day to day queries

Requirements/Skills

- Must have worked in an accountancy practice or bookkeeping role for at least 2 years
- Previous experience within a similar role
- Good knowledge on cloud accounting software
- Cloud Accounting experience – digital accounts
- Pride in your work and its accuracy and keen to progress and attention to detail
- Enjoy client interaction and resolving queries, a self-starter
- Able to identify opportunities to develop bookkeeping/highlight potential efficiencies

To apply, please send your CV with covering letter to info@lhp.co.uk