

Experienced Bookkeeper based in Wimbledon SW19

About the Firm

WSM Partners LLP was established in 1983 and has grown to become a young and ambitious top 100 UK firm. We are looking for good people who are keen to share our vision.

We provide an environment where creative, people-orientated professionals can work and thrive without the bureaucratic restraints inherent in a very large firm. At present we have six partners, seven client directors and a team of over fifty staff.

We provide our services through three client focussed teams: Private Clients, mostly personal tax for individuals; Business Advisory services for owner managed and corporate businesses; and Insolvency, offering debt recovery services to businesses, whether companies, partnerships or sole proprietors.

The Role

We are looking for an experienced part time bookkeeper to join our busy corporate team.

We undertake a bookkeeping role for an increasing number of our corporate clients which range from small independent firms to larger multinational companies, and as such require a new team member to assist with this work.

You will be expected to liaise directly with clients and undertake all work necessary to bring their accounting records to a fully-reconciled TB status, applying month-end and year-end journals as appropriate.

For VAT-registered business you will be expected to prepare and review the VAT schedules and prepare the VAT return for the client's approval prior to submission to HMRC.

We will expect a successful applicant to organise their own workload to manage client expectations and ensure all deadlines are met, both internally and externally. As part of this process we would expect you to provide regular updates to the relevant manager on the progress of each assignment and of course to raise queries on any unusual or complex issues.

Additional training will be provided if this is deemed necessary or as part of your career progression.

Skills / Qualifications

You will be expected to be a member of a recognised body and have completed qualifications up to at least one of the following or their equivalent:

- Level III Certificate in Bookkeeping and Accounts from ICB;
- Level III Advanced Certificate in Bookkeeping from AAT; or
- Level III Advanced Diploma in Accounting from AAT

English and maths skills are vital to the role and you would therefore be expected to have grade B or above at GCSE in both these subjects.

Our clients use a range of professional accounting packages including Sage, QuickBooks, Xero, KashFlow and FreeAgent. We would expect you to have practical experience in using Sage and be willing to acquire the skills to use all packages as required. Proficiency in Excel and other Microsoft Office packages is also an advantage.

About You

The ability to fit well into WSM and the corporate department on a personal and professional level is crucial and we would therefore expect candidates to show the following characteristics:

- **Team player:** You show a willingness and ability to work cooperatively and supportively, developing positive open working relationships.
- **Motivated:** You set and achieve goals and are determined to overcome challenges you may face.
- **Organised:** You must be able to prioritise tasks, plan and use time effectively ensuring tasks are completed to meet deadlines and importantly our clients' expectations.
- **Professional, presentable, personable and articulate:** You approach others in a professional manner and are able to work well under pressure showing excellent interpersonal skills.
- **Strong work ethic:** You are reliable, focussed and have an attentive attitude to work.
- **Genuine interest in business:** You have the ability to observe and understand business systems and processes.
- **Flexible:** You demonstrate a willingness and ability to adapt to new circumstances, information and challenges.
- **Detailed:** You have meticulous attention to detail as well as the ability to follow instructions accurately and efficiently.
- **Desire to learn:** You want to continuously improve and challenge yourself.
- **Outgoing:** We have high professional standards but we are also a sociable team who enjoy an active social life that comes with working at WSM.

Other Information

The role is based in Wimbledon but will require visits to other locations as the job demands. Exact working hours are negotiable, but we are looking for someone to work the equivalent of at least three days per week, although more hours could be negotiated. Salary will depend on your level of experience.

Holiday entitlement is 20 days pro rata per annum (plus bank holidays) increasing by one day for every full year worked up to a maximum of 25 days. Other benefits include pension contributions, subsidised gym membership, weekly pilates classes, cycle to work scheme and child care vouchers.

Please note in all instances you must have the right to work in the UK.