

# Part-Time Bookkeeper

## Overview

Dafferns is a leading audit and accounting firm dedicated to providing excellent service to our clients across various industries. We provide audit, assurance, accounts, tax, and advisory services, with proactive advice and ethical tax planning - we work with ambitious small, medium, and large UK and international businesses, charities, business owners and private individuals. As we continue to grow, we are seeking a talented individual to join our team as a part-time bookkeeper to ensure timely and accurate delivery of technical services.

## Job description

Qualified AAT or experienced bookkeeper to support our Business Services team in delivering accurate and timely bookkeeping services to a portfolio of SME clients on a part-time basis.

## Key responsibilities

- Managing day-to-day bookkeeping across several clients
- Processing sales and purchase invoices
- Bank reconciliations and ledger maintenance
- Preparation and submission of VAT returns
- Maintaining accounting records using Xero and Sage
- Supporting clients with day-to-day financial queries
- Assisting with payroll processing and CIS returns where applicable
- Preparing basic management reports and summaries
- Ensuring compliance with accounting standards and HMRC regulations
- Managing workload independently and meeting deadlines
- Effective use of Microsoft Office, especially Excel

## Reporting, relationships and management

- Reports to Managers or Directors depending on assignment
- Works closely with the wider Business Services team
- Builds strong relationships with clients and internal stakeholders
- Supports and mentors junior team members where appropriate
- Good communication skills, with the ability to work independently and as part of a wider team
- Demonstrates initiative and ownership in delivering client service
- Driving license necessary as the role will be office based but local travel will be included
- Any other ad-hoc duties relevant to the demands of the role

## Application

Please submit your CV and cover letter by email to [careers@dafferns.com](mailto:careers@dafferns.com)



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