

Bookkeeper Role

“Taking a lead on finance operations and sales ordering, you’ll be a hugely important cog in the wheel of the company’s future success.”



Overview

We’re looking for an experienced bookkeeper with top-notch customer service skills to support our small but energetic team. Beanbags Coffee is a growing local coffee-wholesaler, supplying cafes, restaurants and everything in-between within Oxfordshire and it’s neighbouring counties. Taking a lead on finance operations and sales ordering, you’ll be a hugely important cog in the wheel of the company’s future success.

This is a full-time position, Monday - Friday, 9-5 with 20 days holidays per annum, based in Worminghall Village, just outside of Thame.

Duties

- Sales and Purchase order processing and related invoicing
- Customer service with a smile
- Bank reconciliations
- Banking, posting cash payment and credit card payments
- Credit control
- Setting up supplier accounts and producing payment schedule lists
- Reconciling the SagePay system
- VAT Returns
- HR Administration to include production of employment contracts
- Answering telephone enquiries and assisting in general administration when required

Essential skills and knowledge

- Must have significant accounts/bookkeeping experience
- Experienced user of Sage
- Great organisational skills with attention to detail
- Customer focussed
- Enthusiasm, accuracy and reliability are key requirements
- Be a committed team player and happy to help in other areas of the business when required
- Must have your own transport as absolutely necessary due to location

Benefits

- 20 Days holiday
- £22,000 - £24,000 depending on experience
- A chance to see the fruits of your labour and influence business growth
- All you can drink artisan coffee!

If you are looking for a friendly and relaxed company with a bright future then please get in touch

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