

Finance – Bookkeeper

Established for 40 years, we pride ourselves on offering the best services to agents and customers who are looking for high quality tailor-made travel arrangements in the USA, Caribbean and now even more destinations worldwide.

JOB PURPOSE

We're looking for a diligent and detail-oriented Experienced Bookkeeper to join our small finance team of four. This is a remote position ideal for a self-motivated individual who enjoys working autonomously within a collaborative team. You'll play a key role in maintaining accurate financial records across accounts payable, accounts receivable, reconciliations, and credit control. Experience with double-entry bookkeeping is highly valued along with good excel knowledge.

KEY RESPONSIBILITIES

- Manage the accounts payable ledger, including invoice processing, payment runs, and handling supplier queries.
- Oversee accounts receivable: raise invoices, allocate payments, and issue customer statements.
- Perform regular supplier and customer account reconciliations.
- Handle purchase Ledger control for 50–100 supplier invoices per week (volume fluctuates seasonally).
- Maintain accurate and up-to-date financial records using QuickBooks (with possible migration to Sage).
- Contribute to process improvement initiatives and support small financial projects as needed.

REQUIREMENTS

1. Essential Experience

- Minimum 3–5 years' experience in a similar bookkeeping role.
- Solid understanding of accounts payable, receivable, and credit control processes.
- Proficiency in QuickBooks (Sage experience a plus).
- Strong reconciliation skills and attention to detail.
- Good working knowledge of Excel.
- Ability to manage workload independently and meet deadlines.
- Strong communication skills, especially when dealing with suppliers and customers.
- Must have previously worked from home

2. Useful Experience

- Experience working in a small business or SME finance team.
- AAT qualified or qualified by experience (QBE).

HOURS OF WORK

37.5 hours per week including 1 hour for lunch.
Monday – Friday 9am – 5.30pm

BENEFITS

Basic Salary £28,000 plus up to 10% Personal Performance Bonus
28 days paid holiday (including Bank holidays) increasing to up 33 days for long service.
Plus 1 additional paid day's holiday for your birthday
Home Working
Excellent training
Wellbeing Programme including mindfulness and meditation courses
Perks at Work Discount Programme
Allowance towards optical and dental
Virtual GP telephone and video appointments
Employee Assistance Programme including counselling
Workplace Pension
Optional Private Dental Insurance Plan
Holiday Concessions
Online Company events
2 in person company events per year