



MAYSIDE PARTNERS
VENTURE CAPITAL
www.mayside.com

Job Title

Bookkeeper/In-House Accountant

Location

Scotland, United Kingdom

Job Type

Full-Time, On-site

Job Description

Are you a detail-oriented and experienced Bookkeeper and Accountant looking for an exciting opportunity to work with a group of dynamic companies? We are seeking a highly skilled and motivated individual to join our team as a Bookkeeper and In-House Accountant. The ideal candidate will have a strong background in financial management, experience with Intuit Accounting, Intuit Payroll, and group VAT management, and a commitment to maintaining accurate and up-to-date financial records.

Key ResponsibilitiesFinancial Management

- Manage all financial transactions and maintain accurate accounting records for multiple companies within the group
- Prepare financial statements, balance sheets, and income statements regularly
- Ensure compliance with accounting principles, legal regulations, and internal policies



Intuit Accounting Expertise

- Utilise Intuit Accounting software for daily bookkeeping tasks
- Set up and maintain the chart of accounts, ensuring consistency and accuracy
- Perform bank reconciliations, accounts payable, and accounts receivable duties

Payroll Processing

- Handle payroll processing using Intuit Payroll, ensuring timely and accurate payment to employees
- Maintain employee records and deductions, and comply with tax regulations
- Generate payroll reports and assist with year-end tax processes

VAT Management

- Responsible for group VAT management, including quarterly VAT returns, submissions, and reconciliations
- Stay current with VAT regulations and advise on VAT-related matters
- Ensure the accurate calculation and recording of VAT transactions

Financial Analysis

- Assist in budget preparation and variance analysis
- Provide financial insights and recommendations to management for better decision-making



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Financial Reporting

- Generate regular financial reports and present them to management and stakeholders
- Prepare financial data for audits and work closely with auditors during the audit process

Process Improvement

- Identify opportunities for process improvements and implement best practices to streamline financial operations

Qualifications

- Bachelor's degree in Accounting, Finance, or a related field
- Professional accounting qualification (e.g., ACCA, CIMA) is a plus
- Proven experience as a Bookkeeper and Accountant, preferably in a multi-company setting
- Proficiency in Intuit and Intuit Payroll software is essential
- Strong knowledge of VAT regulations and experience with group VAT management
- Excellent attention to detail and accuracy in financial data management.
- Strong analytical and problem-solving skills
- Effective communication and interpersonal skills
- Ability to work independently and as part of a team
- High level of integrity and discretion when handling confidential financial information



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What We Offer

- Competitive salary c£35-45k (annual) and a comprehensive benefits package, including private healthcare
- Opportunity to work within a relaxed, friendly environment
- Collaborative and innovative work tools
- Professional development and training opportunities
- Company vehicle, if required

If you are a dedicated and experienced Bookkeeper and Accountant with expertise in Intuit Accounting, Intuit Payroll, and group VAT management, we invite you to join our team and contribute to the financial success of our group of companies. Apply today to be part of a dynamic organisation that values your skills and commitment to financial excellence.

Application Process

To apply for this position, please submit your CV and a cover letter detailing your relevant experience to hr@mayside.com or via the link found on our website, including why you are interested in joining our team. We look forward to reviewing your application and considering you for this exciting opportunity in Scotland.