

BOOKKEEPER & PAYROLL CLERK

Business function: Business Support

Closing date: 30/11/2020

Reports to: Management Accountant

Start: ASAP

Location: Kings Hill, Kent

Salary: £24000 to £28000 depending on experience

Terms: Permanent full time. Flexible working considered.

TRULY FIBRE, TRULY FAST

We're expanding our team as we transform broadband in Kent and beyond. If you'd like to join us on our exciting journey, we'd love to hear from you. We are building our own fibre optic networks to homes and businesses using Fibre to the Premises (FTTP) technology – this means we can offer our customers the highest speed and highest quality broadband services in the country – guaranteed! The Trooli networks are modern, future-proof and fit for the digital age.

THE ROLE

We're a growing company with a very exciting future. You will be joining our Finance team to help the company expand its fibre network by managing our financial systems and reports to liaise with different stakeholders. You will work closely with a team of 4, and report to the Management Accountant.

Responsibilities

- Posting journals and managing records in all ledgers accurately in sage
- Analysing Aged Debtor and Aged Creditor reports on regular basis
- Completing monthly bank reconciliation on multiple currencies
- Assisting with the production of Management Accounts and other statutory reports
- Processing payroll records and reports for all employees on Sage payroll
- Producing all payroll tax documentation and keeping up to date with statutory rules and regulations.
- Liaising effectively with internal and external stakeholders related to accounting and payroll work.

Your experience

You will have at least 5-years' experience with Bookkeeping and Payroll, proven usage of Sage 50 Accounts and Payroll is essential.

Your skills and personal attributes

- A bookkeeping qualification or qualified by experience, with ability to demonstrate knowledge of 'Double entry bookkeeping' and Sage skills with a test on site.
- Excellent knowledge and skills related to payroll work, with ability to set up and improve systems and staying up to date with statutory regulations.
- Confidence with Microsoft Office package, particularly Excel (Pivot table, Vlookup)
- An exceptional communicator who can build relationships with ease
- Impeccable organisational and time management skills
- High level of numeracy, meticulous attention to detail and accuracy.

Your personal benefits

- 25 days paid holiday, plus bank holidays
- Life insurance
- Pension
- Generous share allocation
- Company sick pay entitlement (following 1 year of service)
- Free parking
- Friendly working environment
- Free hot drinks

Our Values

- **Integrity:** be transparent and honest with our customers and with each other.
- **Passion:** be excited about what we do.
- **Develop:** Invest in each individual.
- **Continual improvement:** Work smarter, not harder.
- **Proactive:** take responsibility.
- **Teamwork:** support and collaboration.
- **Quality.** we do what we do well.

Trooli is a leading-edge technology company and as such we do not expect all our potential recruits to have experience in what we do. Don't worry, we are looking for highly motivated people that are willing to learn and are excited by the prospect of a new challenge.

If you think you are the person we are looking for, please send your CV to hr@trooli.com prior to the closing date.