

JOIN THE ULTRAFAST LANE...

Bookkeeper & Payroll Clerk

Business Function:	Business Support
Reports to:	Financial Controller
Location:	Kings Hill
Salary:	£25,000 - £30,000
Terms:	Permanent, Full time

A BIT ABOUT US

Here at Trooli, we're on a mission to banish buffering, vanish video call embarrassment and clear up those "up to" speed claims that give broadband a bad name.

How? By providing our **new, guaranteed, ultrafast, full fibre broadband speeds** to as many communities as possible across Kent, East Sussex and beyond.

We've already got the great network, now we need more **great people** to take us even further.

Think you can help? Here's why you should get in touch ...

- **We're passionate about growth**
We've come a long way in 2 years, from nothing to 50,000+ premises passed, 10 staff to over 100 and are now one of the most respected altnets in the industry – and that's just the start. But it's not just our network, we're passionate about ensuring our employees grow with us too.
- **We're passionate about our people**
At the heart of our culture is a belief that a company should be much more than politics and processes. That doesn't mean these don't exist, but it does mean that our people are the most important part of our business, that life here is that bit more fun and our high staff retention rates are something we're rightly proud of.
- **We're passionate about our customers** – wouldn't it be nice for a broadband network to be independent of Openreach and have complete control of where it builds and the experience our customers receive? Well, that's exactly what Trooli is and with an Excellent Trustpilot rating from our customers, it's clear we're doing something right!

Still interested? Read on...

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.

THE DAY JOB

- 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
- Analysing employees' Time logs and Staff expenses according to policies with verification and justification
- 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.

WE'LL LIKE TO SPEAK TO YOU IF...

- You will have at least 5 year experience with Bookkeeping and Payroll
- Proven usage of Sage 50 Accounts and Payroll is essential
- 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.

WE'LL LOVE YOU IF...

- 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.

AND IN RETURN, YOU'LL GET...

- 25 days paid holiday (Pro-rata), plus bank holidays
- Generous life insurance policy
- Company sick pay after qualifying period
- Pension
- Career progression
- Free parking
- Friendly working environment
- Company laptop
- Employee referral scheme
- Cycle to work scheme
- COVID secure and risk assessed employer

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.