

Role Specification

Job Title	Bookkeeper
Location	Luton, Bedfordshire
Salary	Dependant on experience
Contract	6 Months
Hours	09:00 to 17:00
Company	<p>M&S Water Services (Utilities) Limited has been trading since 1997 when the company was set up to bridge the gap between water companies and the customer that domestic plumbers cannot fulfil. Since incorporation M&S has grown into a successful business providing specialist services to a large portfolio of customers, ranging from domestic householders to water authorities and providing expertise in a number of fields such as underground water, plumbing, no dig trenchless technology, fusion welding, leak detection and RPZ valve testing & commissioning. Most recently M&S has become Lloyds accredited (WIRS) allowing the business to install mains/services on new developments works which traditionally only water companies could complete.</p>
Role	<p>We are looking for a skilled Bookkeeper to help maintain our financial records for both M&S Water Services and our sister company, Rochford Plant Hire Limited.</p> <p>As M&S has grown in recent years, large parts of our accounting and finance workload have been shared to different departments of our business. We are seeking a bookkeeper to assist us in recentralising our processes so that we follow a more joined up approach.</p> <p>Key responsibilities will include the posting of customer and supplier transactions along with ensuring bank accounts are reconciled on a regular basis. M&S use Sage along with industry specific systems Syrinx and EasyBuild. (Training will be provided on Syrinx and EasyBuild)</p> <p>You will be working as part of a growing team and along with your key responsibilities, you will be expected to assist with other accounting and finance needs as well as any help the commercial team may need.</p> <p>In October 2017 the directors of M&S set up Rochford Plant Hire Limited. As part of your role you will also assist with the bookkeeping requirement of Rochford.</p>
Responsibilities	<ul style="list-style-type: none"> • Calculate and send invoices to clients. • Perform credit checks on partners. • Calculate and enter expenditures. • Reconcile bank statements with the general ledger. • Management of Sales Ledger. • Management of Purchase Ledger.

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	<ul style="list-style-type: none">• Management of CIS invoicing and certificates.• Processing of payments, receipts and transfers.• Match invoices to purchase orders.• Posting intercompany transactions.• Supplier management.• Expenses management.• Stock management.• Manage cash balances.• Practise effective customer relationship techniques.• Ad-hoc Reports.• General Queries and issues. <p>Qualifications and Skills</p> <ul style="list-style-type: none">• Applicants will ideally be qualified to AAT level, or have appropriate industry experience of working in the accounts department for an SME.• Applicants will be expected to have experience of accounting packages, ideally Sage.• Proficiency in Microsoft Outlook (Excel, Outlook and Word are essential)
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