


Job Description

	Post	Shared Services Accountant/Bookkeeper
	Location	Hybrid remote / London – with some required office attendance (e.g. team meetings, reporting cycles)
	Responsible to	Head of Finance
	Responsible for:	Shared Services Client Portfolio
	Salary:	£36k - £38k depending on experience
	Hours:	We offer a family-friendly, flexible working environment, including hybrid working options. While this is a full-time post, we are open to job share or part-time arrangements for the right candidate(s). We welcome conversations about working patterns to support work-life balance, provided they align with business needs and client service requirements.

About Us

We are a values-led **Social Enterprise CIC** based in Aldgate, London, providing shared finance services to a growing client base of **charities, CICs, and purpose-led organisations**. Our services include **bookkeeping, management accounts, payroll, VAT returns, and year-end financial accounts**.

Purpose of the post

We are seeking a capable and motivated **Shared Services Accountant** to help deliver high-quality finance services across a varied client portfolio. The role is ideal for someone with bookkeeping experience who wants to apply their skills in a **mission-driven environment**. It offers **flexible hybrid working**, combining remote work with time in our Aldgate office.

Role Overview

You'll manage day-to-day bookkeeping and financial tasks for a range of clients, taking accounts to **trial balance**, supporting the production of **management accounts**, and handling **VAT and payroll** duties. You will work across platforms including **Xero, QuickBooks, and Sage Payroll**, and be a key part of our collaborative shared services team

Key responsibilities

- Maintain accurate financial records and ledgers for multiple clients
- Process purchase and sales invoices, journals, and bank reconciliations
- Prepare books to **trial balance** and assist with **monthly management accounts**
- Submit accurate **VAT returns** in line with HMRC deadlines
- Run **payroll** using **Sage Payroll**, including pension submissions

- Prepare and post journals (accruals, prepayments, depreciation)
- Maintain and reconcile **fixed asset registers**
- Respond promptly to client queries and provide excellent service
- Support the preparation of **year-end accounts** and audit documentation
- Contribute to improvements in finance systems and processes
- Liaise with colleagues to ensure effective delivery of shared finance services

Position in the organisation:

- The post holder will be required to work closely with Head of Finance and Director of Corporate Services and Finance
- The post holder will be required to liaise at senior levels externally
- The post holder will report to Head of Finance and Director of Corporate Services and Finance

General duties and key responsibilities:

- Support SEUK's wider programme of activities where necessary, undertaking other duties as required
- Maintain commercial confidentiality about SEUK and partners' activities
- Ensure the implementation of SEUK's Code of Conduct, Health and Safety policy and Equal Opportunities policy in all areas of the work
- Attend training courses or take part in additional aspects of SEUK's work that are relevant to the work as decided in conjunction with Head of Finance
- Ensure that all activities for which this post is responsible are carried out in accordance with SEUK's policies, to the highest ethical standards and in accordance with legal requirements, best practice and external guidelines
- Service own administrative needs, maintain transparent and up to date digital records of work
- Act as an ambassador for SEUK as appropriate

KPIs

- **SLA Adherence:** Ensure all client deliverables (e.g. payroll, VAT returns, supplier payments, month-end accounts) are completed accurately and on time, in line with each client's specific SLA timetable.
- **Timetable Management:** Maintain and regularly update a shared timetable tracking all monthly, quarterly, and annual deadlines across clients.
- **Transaction Accuracy:** Maintain a <1% error rate across processing tasks including payroll, supplier payments, and VAT returns.
- **Month-End Delivery:** Complete month-end accounting tasks for each client within their agreed reporting timelines.
- **Query Resolution:** Respond to client finance queries promptly, aiming to resolve 90% within 3 working days.
- **Client Satisfaction:** Achieve high satisfaction ratings from clients through reliable, responsive service delivery.
- **Process Improvement:** Identify and contribute to at least 2 service improvements or efficiency initiatives per year.

Terms and conditions

- Permanent full-time post – 5 days, 35 hours a week.

- Family friendly, flexible/Hybrid working
- Salary – negotiable based on experience & qualifications
- Leave entitlement: 25 days plus bank holidays
- Location: London (Aldgate)
- £200 personal development
- A six-month probationary period would apply
- Employers - 6% Pension Scheme & Salary Sacrifice Scheme

Person Specification

	Essential	Desirable
Experience/ Qualifications	<p>A high degree of organisational skills with excellent attention to detail and ability to plan and prioritise workload, successfully plan meetings and meet deadlines</p> <p>Excellent telephone manner and able to communicate and liaise effectively to shared services clients and range of audiences</p> <p>Ability to analyse data and produce reports and:</p> <ul style="list-style-type: none"> • AAT qualified and/or currently studying towards a CCAB qualification (e.g., ACCA, ACA, CIPFA) • Minimum 3 years' experience in a bookkeeping or accounting support role • Proficiency in Xero, QuickBooks, and Sage Payroll • Advanced Excel skills (formulas, pivot tables, lookups) • Competent in Word, Outlook and general Microsoft Office Suite • Strong attention to detail and time management • Clear communicator with a client-focused approach 	<p>Experience working in an accountancy practice or shared services environment</p> <p>Familiarity with Salesforce CRM</p> <p>Understanding of charity or social enterprise finance</p> <p>Experience supporting management accounts and audits</p> <p>Awareness of HMRC compliance and VAT rules</p> <p>Experience of working in a social enterprise, community or voluntary organisation</p>

	<ul style="list-style-type: none"> Ability to manage competing deadlines and work both independently and as part of a team 	
Knowledge/ Skills	<p>Ability to prioritise a large and varied amount of administrative duties and deliver to tight timescales</p> <p>Ability to work independently and put plans in place based on Shared Services Clients</p> <p>Tact and ability to develop contact and build relationships, diplomacy and respect for confidentiality</p> <p>Excellent interpersonal and written and oral communication skills</p> <p>Open, assertive and good humour</p> <p>An understanding of and commitment to Diversity and Equality as it applies to the work place</p>	
Competencies (We want the post-holder to be able to demonstrate the following competences to a high level and want to use these to the full in their work)	<p>Team working</p> <p>Communication</p> <p>Decision making and problem solving</p> <p>Innovative thinking</p> <p>Analytical skills</p>	
Additional Requirements	Willingness to work flexibly in response to changing organisational requirements	

To apply for this position, please complete this [application form](#), our Equality, Diversity and Inclusion monitoring form [here](#) and send a copy of your CV to apply@socialenterprise.org.uk By **Monday 30th June 2025 23:59**.

Interviews will take place on the **14th and 15th July**.

Please note: Shortlisted candidates will be invited to complete a written test prior to the interview stage.