FreeAdsZ.co.uk

Experienced Nottingham based bookkeeper, using Sage Line 50 or Online Software s

Location **East Midlands, Nottinghamshire**
https://www.freeadsz.co.uk/x-527402-z

I’m Jonathan, 43 years old from Nottingham, and I have approx 15 to 20 hours a week spare in the evenings and at weekends, in which I am looking to do some bookkeeping. I am currently in full-time employment at a firm of Chartered Accountants, and have been working in accountancy practices since 1996. I am also a finalist at ACCA (Association of Chartered Certified Accountants). I am very experienced therefore not only in bookkeeping, but also in being able to prepare your records to a standard that will require minimal work to be carried out by your Accountant at Year End, thus saving on Year End fees. I prefer to use Sage Line 50 for maintaining your records, backed up with schedules on Excel where necessary. My work can be as simple or as detailed as you like, depending on the needs of your business. I can also use Cloud Based Services, for example Sage One Accounts Extra or Quickbooks Online, which are online solutions that enable you to access your bookkeeping data from any computer with internet access. These services currently cost approx £20 per month and are payable to the online service provider. Services Offered: Basic bookkeeping service Entry of sales & purchase invoices to sage on a weekly or monthly basis. Posting bank receipts & payments to sage. Monthly bank reconciliation on sage. Posting petty cash receipts (if applicable) Posting credit card payments & reconciling to monthly statements (if applicable). Advanced bookkeeping service All of the above plus any of the following extra services where required: Preparation and submission of VAT Returns Payroll and PAYE compliance online Posting of more detailed entries to sage and reconciliation of control accounts, such as wages & paye journals, fixed assets and depreciation, prepayments & accruals, hire purchases and bank loans, aged debtors and creditors analysis etc. Maintaining the purchase and sales ledger to ensure old invoices and balances are kept track of / written off when appropriate. Producing monthly or quarterly management accounts (profit & loss and balance sheet) and providing analysis of actual results against budgets or previous Producing year end accounts and reconciled schedules in the format that your accountant would use, so that my work will be of maximum benefit to your accountant. I can also see fit to charge £20 an hour for services which are substantially lower than an accountants charge would probably be. In total, most things can be sorted out via email and phone, so you could send me all your records weekly or monthly and let me do the rest, or drop them off at my home. After assessing the level of service you require and how long it takes me to do the work in an average month, I would be happy to charge a fixed monthly fee if you wish, so that you can be assured of no surprise extra fees. I am happy to meet with you at a place of your convenience for a free initial chat and to assess how I can assist you. Please call me. Early evening (6pm to 8pm) is usually the best time to call when I am usually free to answer calls, alternatively please leave a message on my answer phone anytime or email me, and I will contact you back. Best Regards

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