



Senior Bookkeeper

Whyfield: 4-day week employer

We are looking for an engaging, supportive, and experienced bookkeeper to join our entrepreneurial and independent firm, with an existing high calibre of team members and fantastic clients both regionally and nationally.

We offer a huge range of support to businesses of all sizes including sole traders, partnerships, charitable organisations and limited companies. The turnover of these businesses can range from several hundred to several millions of pounds.

While working alongside our fantastic team of friendly, enthusiastic, and ambitious professionals, you'll play a key role in supporting a range of clients from day one. Bringing your experience and knowledge, you'll take responsibility for delivering high-quality work, while building strong relationships with clients and contributing to the continued success of the team.

Your responsibilities will include:

- Bookkeeping - reviewing and reconciling business transactions, so that clients can benefit from the ability to budget, forecast and plan for the future.
- Creation and presentation of management accounts for clients.
- VAT calculations and preparation of returns.
- Using cloud software, such as Xero & QuickBooks.
- Attending and contributing to team meetings.
- Engaging in regular communication with internal and external stakeholders through calls, emails, and face-to-face meetings.
- Maintaining an excellent relationship with clients by keeping them up to date on the financial health of their business and offering helpful advice.
- Managing your own portfolio of clients independently, while collaborating with the team to meet deadlines and share best practice.

Need-to-haves:

- L3 AAT/ICB/IAB minimum
- Previous bookkeeping experience of two years within a practice setting **or** three years in industry.
- Experience with VAT returns
- Experience with accounting software
- Confident communicating directly with clients
- Happy to travel to Threemilestone, Truro

Good-to-haves (and potentially more important attributes):

- Experience supporting multiple clients at once
- AAT L4 or equivalent
- Experience with management accounts preparation
- Detailed knowledge of VAT transactions
- Experience with CIS returns
- Good knowledge and experience using both Xero and QuickBooks, as well as add-on software such as Dext
- Excellent team communication and a proactive member of a team
- A good sense of humour with the ability to adapt and overcome and see the positive in a situation

We aren't just on the lookout for someone with a long list of technical skills, we want to hear from a super-friendly, approachable person that is willing to go the extra mile to offer a top-quality service to our clients and be an ambassador and advocate for your profession. Someone who is keen to thrive in a career in bookkeeping!

It is important that you hold the ability to work well independently and as part of a team. You will often need to work with other team members to meet a deadline, but equally, there will be occasions when you will need to work solo to complete tasks.

The benefits on offer are:

- A company culture that promotes work/life balance – a 4-day working week comes with all roles at Whyfield!
- An individual development plan with clear progression and regular 6-monthly reviews
- Access to professional financial advice and planning
- A commitment from us to your continued professional and personal development

Of course, along with your salary, we will also provide:

- Time off above statutory leave
- Paid CPD
- Bonus scheme
- Training support
- Paid professional subscriptions
- Comprehensive private health cover including dental and optical
- A list of company perks including a yearly Duvet Day, social and wellbeing events calendar, exercise bike and standing desk, and more

Salary: £26,000 - £30,000 per year.

At Whyfield, pay is not pro-rata for our 4-day working week. The salary shown is the salary you get, even though we work fewer hours. Meaning you have more time to do the other things you love.

This role is office-based, in Threemilestone, nr Truro.

Permanent, full-time position.

To apply, please fill in the Careers Form on our website.
whyfield.co.uk/accountancy-careers-whyfield

Close date for applications: 26th September 2025
Start date: ASAP

To note:
We will be interviewing as we go.

Apply here: whyfield.co.uk/accountancy-careers-whyfield

**We love numbers,
but people are our passion.**

