

PLUTO PRESS

ROLE REQUIREMENTS

Bookkeeper/ finance assistant

Please send a CV and covering letter by email to careers@plutobooks.com

Deadline: **20 January 2018**

Department: Finance

Reporting to: Finance Manager

Hours: office based, part-time, 2-3 days per week

This is a key role in a small publishing company located in Highgate, London. The company is in a period of exciting growth and expansion. Working within an informal office with a team of committed individuals, this role will play a key part in bringing the company's finance systems and procedures up to date.

The ideal candidate should have the ability to work quickly and accurately with an excellent attention to detail. Experience of cloud-based accounting systems is essential. Flexibility, good communication skills and an enquiring mind are all qualities that will prepare you for working in an environment where you can update your skills, show initiative, and learn new systems.

This is not a junior role. This is a position of trust where qualities such as honesty and confidentiality are vital. We welcome someone with experience who can support the Finance Manager through a period of change and beyond.

The key responsibilities within this role will be:

- Assist with the credit control function
- Manage all invoice queries
- Handle author queries
- Post invoices, credit notes and journals to the sales, purchase and nominal ledgers
- Prepare self-billing invoices on a monthly basis
- Raise sales invoices
- Reconciliation of credit cards, petty cash and bank accounts (multiple currencies)
- Perform periodic control accounts reconciliation, identify and correct errors
- Issue financial statements
- Review VAT report on a monthly basis and perform quarterly VAT reconciliations
- Process month-end payments in a timely manner and email remittance advices
- Process expenses claims
- Make bank deposits
- Maintain assets register
- Maintain the chart of accounts
- Provide information to the accountant for the creation of the company's statutory accounts
- Deal with financial paperwork and filing

Cont/...

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Essential Experience:

- General bookkeeping experience (*not a junior role*)
- Confident in the use of accounting software with experience of cloud-based accounting packages
- Good knowledge of Excel
- Excellent communication
- The ability to prioritise work and meet deadlines with minimal supervision
- The ability to work well under pressure with accuracy and focus
- Strong office and organisational skills

Desirable Experience:

- Experience of working in publishing

About Pluto Press

Pluto Press is a radical political publishing house. Founded in 1969, we are one of Britain's oldest radical publishers. Though our collective outlook has developed over time, we proudly identify as anti-capitalist, internationalist and politically independent.

We publish 60 books a year into international markets. We are a small, committed team of 14 employees and numerous suppliers and freelancers. We operate a flexible work structure centred on the needs of each employee in an open and welcoming environment.