

Book Keeper

Validis is looking for a part-time book-keeper to join their Finance Team. This is a remote role for approximately 6 days per month with initial handover and training on-site.

Validis deploys a SaaS platform to facilitate the gathering of financial data from the customers of commercial lenders and accountants. Our platform allows our clients to extract full financial data in minutes from the main accounting applications. Our intelligent transformation normalizes this data into a common format allowing automation of the import and consumption of the data via a white labelled portal or by using our API to directly integrate the data into their internal processes.

Responsibilities

- Obtaining approval for purchase invoices via email
- Coding purchase invoices as appropriate
- Processing purchase invoices
- Processing approved staff expenses, coding as appropriate, converting currencies and claiming VAT as necessary
- Reconciling supplier statements following up on and resolving queries and ordering copy invoices
- Ensuring all credit card receipts are collected (collating from various sources)
- Processing credit cards x2 (1x UK and 2x US)
- Quarterly VAT returns

Skills

- Excellent communication skills, especially written
- Good understanding of the accounting process
- Energetic and proactive
- Excellent organisational skills
- Thorough and with attention to detail
- Timely and problem-solver

Qualifications

- AAT or QBE