



PAUS.

BOOKKEEPER

Job Title: Bookkeeper (Part Time)

Contract Type: Permanent, 3 months probation period

Hours: 3 days per week

Work location: PAUS. Bourn

Salary: £28k - £33k pro-rata

Reporting to: Co-founder and MD Alexandra

Starting day: Flexible (as soon as possible)

Our Company:

PAUS. is a family run wellness centre based in the picturesque Cambridgeshire countryside near Bourn. Our clients love our Scandinavian inspired wellness experience that includes handcrafted hot tubs, saunas, and a barefoot walking trail. We have been running PAUS since 2018 and are now looking to expand the team with some additional help with bookkeeping.

Benefits:

- Use of the facilities outside of working hours
- Spouse/partner/parent free use of the facilities once per month
- 10% discount for friends and family on PAUS in-house offerings
- 10% discount on food at drinks at the Bistro
- One hot meal per shift on the days the Hilltop Bistro is open
- One private hot tub for up to 6 people for your birthday

The Role:

The part-time bookkeeper will be responsible for maintaining the company's financial records, including recording all transactions, preparing financial statements, and managing accounts payable and receivable. The bookkeeper will also be responsible for ensuring that all financial transactions are properly recorded and that the company's financial reports are accurate and up-to-date. As a new role at the company, the successful applicant will have an important part in shaping how bookkeeping is carried out at PAUS.

This position will be part time with flexible working arrangements across 3 days a week. At least two of those days will be in the office at our site near Bourn, just west of Cambridge.

The logo consists of a light orange circle with the word "PAUS." written inside in a dark teal, sans-serif font.

Responsibilities:

- Record all financial transactions and ensure that they are properly classified and coded
- Manage accounts payable and receivable, including invoicing customers and processing vendor invoices for payment
- Prepare monthly and annual financial statements, including balance sheets, income statements, and cash flow statements
- Assist with budgeting and forecasting processes
- Assist with costing and stock management
- Work with our accounting team to prepare documentation for necessary tax returns
- Maintain an organised system of financial records, including electronic and paper files

Essential requirements:

- Recognised bookkeeping or accounting qualification
- Proven bookkeeping experience in a small to medium-sized business
- Fluency in double entry bookkeeping, accounting principles and practices
- Proficiency in using Xero accounting software
- Ability to work independently and meet deadlines
- Excellent communication and interpersonal skills

Desired requirements:

- Experience with Checkfront, Square or similar sales platforms
- Experience using Google Sheets and Docs