



Job Description: Book keepers / Accounts Asst.

Data conversion:

Data conversion of PDF to excel and preparation of summary.
Analyze missing documents from client records.
Thoroughly analyze the received documents from UK staff/Client and find out missing information as per the requirement.

Book keeping work:

Invoice booking for expenses, purchases, income, CIS time sheet posting
Reconciliations.
Bank & credit card statements.
Creditors and Debtors account statements.
Ageing analysis statements.

Assist superiors if any help required:

Preparation of VAT return.
Preparation of word file for management account.
Preparation of client engagement letters.

Additional Tasks as required:

As Jam & Associates is a growing company, flexibility is required to assist with other office tasks as required by the partners.

SKS Business Services Ltd.

Directors : Mr S K Swarup FCA (India) ACA (ICAEW) MBA (Cranfield), Mr Anil Swarup BSc (Hons)

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