



# Bookkeeper & Finance Lead

## Introduction

AIRDAT is a UK based systems, training & consultancy company providing services specifically to the Aviation sector. Our products relate to the management of training, assurance, compliance, fleet and auditing. In addition, AIRDAT offers airports an array of support services.

Over the last few years, AIRDAT has expanded its services to include billing on behalf of airports for training, permits and licencing. We offer clients options to pay by card, account and account credits. Whilst much of this is automated, we require a bookkeeper and finance lead to oversee the company's day to day invoicing, purchasing and reconciliation, VAT, credit control, payroll, expenses, & client queries.

At AIRDAT, it's about life-work balance. You can expect 28 days off, plus public holidays and further time during the Christmas period too. The company also runs around 6 free 'activity days' throughout the year (including things like Go Karting, Off-Road Driving, Shooting, Kayaking) - you can vote for other activities you'd like to do and you can book onto as many of these as you like (or not!).

You'll be provided with all the equipment you need and we reserve an annual budget to help improve skills and further your development too.

You'll be empowered and working as part of a small, highly supportive agile team, delivering bespoke, complex systems to the aviation industry. Most importantly, we take our work seriously, but never ourselves.

Our company values are Proactive, Evolving, Confident and Supportive - these should resonate with any potential applicants.

## The Role

For this immediately available role we are considering those who can work 5 days per week part time from 0900 to 1430 up to full time. This role will be home-based but there will be a need to travel to Canterbury for training and to meet with the management team when required.

In this role as bookkeeper you will be responsible for:

- The generation of invoices, raising of PO's and reconciliation of bank & card accounts.
- Maintenance of our client and supplier accounts

- VAT submissions
- R&D report submissions
- Management of expenses
- Credit control and debt chasing
- The generation of financial reports
- The processing of the company payroll and pensions
- Reacting to day to day accounting related enquiries from our clients and our internal team.
- Liaising with our accountants

You will report into managers based in the UK. There will also be a need to self manage whilst maintaining our company culture & values.

Applicants must be able to demonstrate that they are proactive, confident, work well with others, have exceptional customer service skills, are good decision-makers, highly organised & self-motivated, reliable and can work under their own steam unaided.

## Strengths & Behaviours

Are you

- Someone who loves numbers and has an eye for detail?
- Comfortable interacting with stakeholders of all types and with exceptional customer service skills?
- Loves tech and enjoys using systems to make their life easier?
- Capable of building good relationships leading to trust and commitment?
- Driven with the enthusiasm to work in a complex fast-moving environment?
- Able to work to targets and deadlines?
- An excellent communicator (verbal and written)?
- Able to work at pace, a self-starter who can work with the minimum of supervision?
- Able to put forward, consider and adapt to better methods of working?

## Role Requirements

Required

- 2+ years experience in bookkeeping and/or accounts
- AAT Level 3 and above or equivalent
- Advanced understanding of Microsoft Excel/Google Sheets including macros
- Good time management and organisational skills
- Excellent written and verbal communication skills.
- Highly proficient computer skills
- A good team player

## Desirable

- Experience on MacOS
- Experience with Kashflow software
- Experience with ReceiptBank/Dext software
- Customer services experience or background
- Experience with help ticketing systems such as helpscout
- Experience of project management systems such as JIRA & Trello

## Salary

£18,000 to £22,300 depending on experience.

## Applying & more information

To apply for this position please email a copy of your CV and a covering letter/email to [jobs@airdat.org](mailto:jobs@airdat.org). More information on AIRDAT can be found at [www.airdat.org](http://www.airdat.org)