

RICHSTONE

EXCLUSIVE PROPERTY

118 PRIORY LANE, SW15 5JL | www.richstone.co.uk

Richstone Properties is a multi-Award-winning private developer, owner and operator of bespoke high-end Residential properties with interests in the UK, primarily in SW London, and internationally in France and Mauritius.

The team at Richstone is professional, passionate about property, are great team-workers and take personal accountability for their contribution to the success of the business. The culture is entrepreneurial, open and direct, energetic, and where everyone pulls together to achieve great results. We are seeking a:

PURCHASE LEDGER BOOKKEEPER

You will be an experienced bookkeeper with a comprehensive working knowledge of double entry bookkeeping, invoicing requirements, payments, bank cards and Journals to Trial Balance. Ideally, you will have an AAT or a similar accounts qualification, although this is not required.

You will ideally have experience of the construction industry, with a practical understanding of CIS and varied VAT rates, although having operated in a complex, multi-entity environment processing high volumes of invoices from multiple suppliers and preparing and monitoring creditor and payment lists accurately is more important. You will be skilled in Excel, being able to manipulate data from the accounts system, as well as creating spreadsheets using formulas.

Invoicing transactions are around 350-600 a week and are processed across several entities and in multiple currencies.

This is a busy environment and you will be able to operate independently and remain calm and considered in your dealings across the business and with suppliers.



Please send your current CV, and salary details to **Tony Edkins FCIPD** at HR@richstoneproperties.co.uk