



Bookkeeper (part-time)

Summary

Spotta is a Cambridge (UK) based Ag-tech startup commercialising its patented technology in the precision agriculture space. Our technology supports farmers and foresters to protect their assets (farms, forests) from insect damages thereby increasing productivity while reducing pesticide use and saving money. With our automated monitoring service, our customers are able to focus on the core value adding activities they specialise in - growing crops and nurturing forests.

The Role

Joining an exceptional team of engineers and innovators at our offices in Cambridge, your role will be running the day-to-day account's function. This is a part time position working up to 16 hours per week, and the company is flexible whether this suits 2 full days or shorter days in the office.

Key Responsibilities

- Processing supplier invoices (via Dext and Xero)
- Bank reconciliation
- Customer invoicing and some credit control
- Preparation of monthly management accounts
- Preparation of Company VAT returns
- Preparing supplier payment runs
- Checking expense claims
- Preparing bank payments for authorisation
- Preparing salary journals
- General accounts queries and some general admin duties

Person Requirements

- 3 years experience in a bookkeeping role
- Computer literacy with MS office and Xero
- Excellent organisational and administration skills
- Level 2/3 AAT or ACA qualification desirable but not essential
- Great communication skills with a high standard of professionalism
- Self-motivated and good at multitasking

What can we offer?

Salary £24-£28k depending on experience

25 days annual leave (plus bank holidays) prorated

Flexible working hours to suit

A friendly supportive team and a good working environment

Offices that are close to central Cambridge with onsite parking available

Free Pizza every Thursday and monthly team socials

We are committed to promoting a diverse and inclusive community. We value our differences and support an inclusive working environment. We welcome all applications. To apply, send your CV and a brief covering email to careers@spotta.co