



## **Profile for the position of 'Bookkeeper / Accountant' with Sheltons Accountants – Victoria SW1 London**

Looking for a refreshing change? We at Sheltons are seeking a Bookkeeper / Accountant to be based in our office in London SW1 – to focus on our own companies in the UK, Australia, Denmark and soon the United States

You will be working with a small team in modern offices, in a very international environment

We at Sheltons Accountants & Business Advisers (Sheltons Group) work exclusively with internationally operating businesses

Sheltons Group is a well-established 25-year old firm with offices in Sydney, Copenhagen, Malta and now London

You would be part of a stimulating environment and would work closely with a great team of wonderful colleagues from Sheltons' offices in Sydney, Copenhagen and Malta.

### ■ **Position**

- 'Bookkeeper / Accountant'

### ■ **When and where**

- Commencement – ASAP
- 105 Victoria Street, SW1E 6QT, London (close to London Victoria and St James's Park Stations)

### ■ **Salary**

- Up to GBP 34,000 (gross)

### ■ **About us – and see [www.SheltonsGroup.com](http://www.SheltonsGroup.com)**

- Sheltons Accountants UK works exclusively with foreign businesses coming into the UK
- We will soon commence assisting UK-based businesses investing abroad
- All clients are thus internationally operating
- We cover a wide range of areas for our niche target group
- Sheltons Accountants UK is part of Sheltons Group, with offices in Sydney, Copenhagen (since 1995), Malta and now London – and soon New York (Manhattan)

- Sheltons is an accounting and business advisory firm but is very strong in the area of international tax consulting; we also run courses around the world on international tax for tax advisers and in-house tax staff of MNCs
- Sheltons UK is located in completely renovated, comfortable offices in the SW1 area – see maps below

## ■ You & your qualifications

The following are essential.

- Indefinite right to work in the UK
- At least five years recent bookkeeping experience in the UK or Australia
- At least three years recent bookkeeping experience in the UK
- At least some experience with Xero accounting software
- Excellent English (see below under 'Language')
- Team-minded, service minded
- Good IT skills
- Professional; well spoken
- Excellent communication skills

It would be an advantage if you

- Have worked for an accounting or law firm in the UK
- Have knowledge of another major language
- Have lived abroad
- Have worked with Sage, especially Sage Line 50

## ■ Language

Your English language skills need to be at the native level - and preferably above the average level of a native English speaker, both spoken and written

## ■ The role

Your duties would include the following:

- Primarily with the bookkeeping/accounting for our own companies in Denmark, United Kingdom, Australia and soon the United States (more coming) as well as client companies
- Posting customer and supplier invoices, ensuring standard processes are followed
- Manage the weekly debtors reports, bi-weekly creditors reports and monthly management reporting
- Assist with weekly bank reconciliations and travel expenses
- Assist with VAT/GST returns and other compliance matters
- Process and post all intercompany transactions and reconciling all intercompany entities
- Assist with client-related matters, including bookkeeping, VAT returns, company secretarial, etc areas, on an ad hoc basis

Being a small team your role would initially include a wide range of tasks. As we grow, you would have the opportunity to develop in a more focused area or areas. You will receive considerable training on our systems and procedures from colleagues

## ■ You will report to ...

Initially you will report to Ned Shelton (Managing Partner of Sheltons) but later mainly to Andrew Woods. See <https://www.sheltonsgroup.com/our-team/>.

## ■ What we offer

The position would suit an outgoing person interested in variety, learning & developing - and working in an international environment.

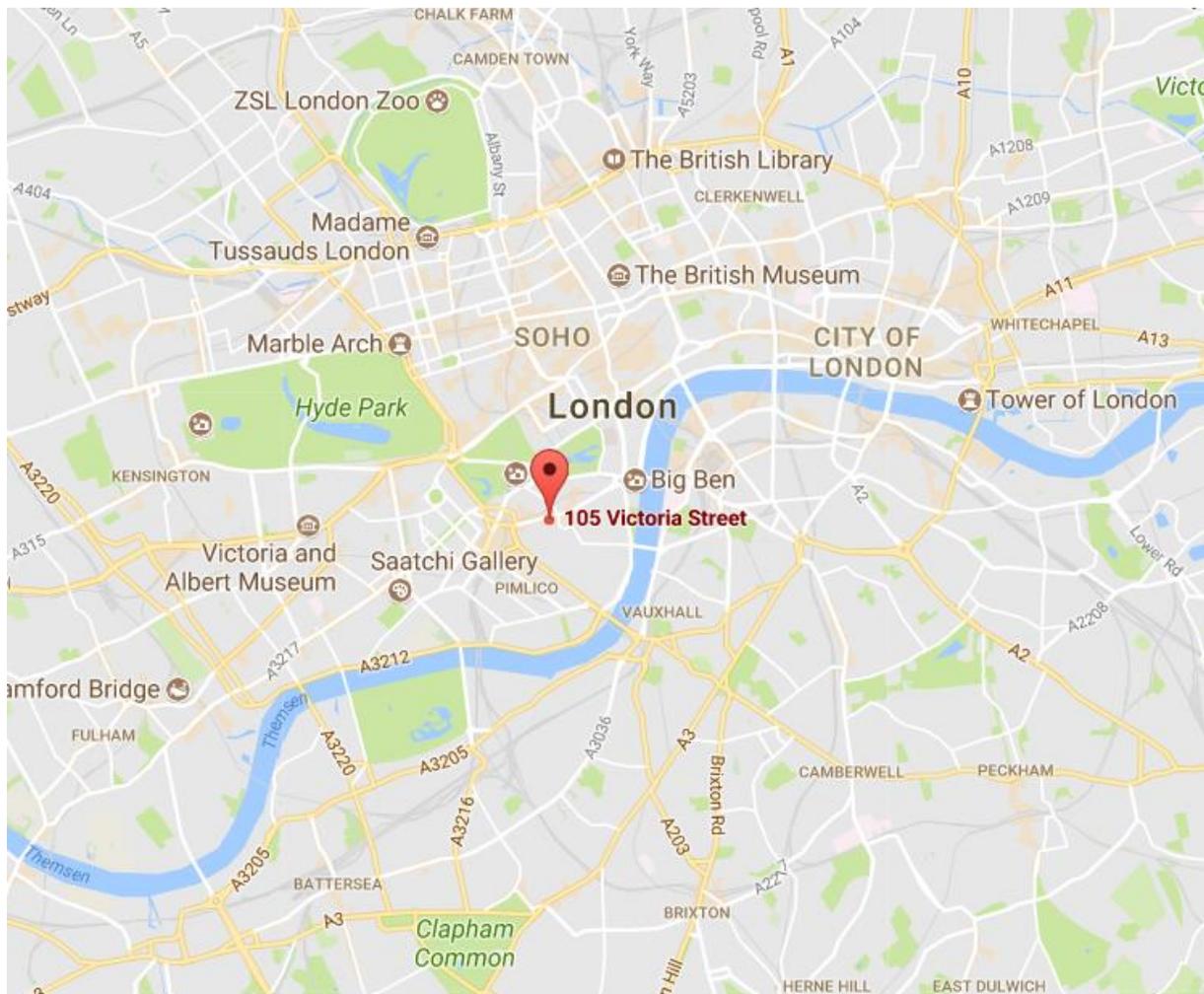
- A very comfortable working environment in new central London offices (see maps below)
- A pleasant office culture and atmosphere
- An exciting position with a dynamic, professional and internationally oriented firm
- An opportunity to develop your existing skills and obtain new skills
- A very international environment
- Substantial interaction with colleagues abroad and with international clients

## ■ Applications and contact

Please submit your applications ASAP. Detailed CVs and are very welcome; we also like to hear about your interests and hobbies and your non-work achievements. Please include a covering letter explaining why you are interested in the role and why you satisfy the essential qualifications.

Contact: Mr Ned Shelton at [N.Shelton@SheltonsGroup.com](mailto:N.Shelton@SheltonsGroup.com)

See next pages



See next pages

- Accountants & Business Advisers
- Local & International Tax Advisers
- International Tax Training (Sheltons-SITTI)
- Relocation of expats

**What we offer**  
**the candidate for the position of**  
**'Bookkeeper / Accountant'**  
**at Sheltons Accountants**  
**(London, United Kingdom)**

- Interaction with people and businesses from many countries
  - Sheltons Accountants UK work exclusively with foreign businesses
  - These are SMEs (and sometimes larger) from many countries, in particular from Australia, North America (especially the US) and Western Europe, investing in the UK
  - All our clients plan to do or are already doing business in or with the United Kingdom and range from those with substantial operating subsidiaries in the UK to those merely exporting or with just a single employee in the UK
  - Our clients operate in a wide range of business sectors
  - You will also liaise with existing colleagues in various countries – and be involved in setting up offices in other countries
  
- Variety of work – and choices
  - To begin with, you will be exposed to a substantial variety of work
  - You will interact with colleagues, suppliers and others based in several countries
  - In the medium-term future we will need an additional person in this role: you will be able to influence whether that person is junior to you and you supervise that person, or whether that person will be on your level and you pass over selected areas of responsibility to that person
  
- Clear opportunities for rapid advancement
  - Sheltons is a growing firm, with new clients and enquiries coming in every day
  - We plan to open offices in several larger countries in the near future
  - If you are ambitious, and that is not necessary in this role - you would have the opportunity to grow rapidly with the firm
  - You would have the opportunity of working in one of our offices abroad
  
- An opportunity to significantly develop – and to develop many skills
  - You would not only be able to cultivate your current skills but we would assist you in developing new skills
  - We would actively assist in your development – with your work management, managerial skills, IT skills, etc
  - We are always very keen to assist our colleagues with external training
  
- A very international environment including some international travel
  - You would regularly work with your colleagues in our other offices
  - With offices also in Sydney, Copenhagen and Malta, and new offices to come, there is the opportunity in due course to work at these offices for periods of time
  - We expect to open at least 3-4 new offices in other countries in the next 2-3 years

- Not only does the local office work as a team but the group works as a team and people from one office assist other offices in other countries.

- An influential position in a friendly team

- Sheltons is a small but growing firm with a very professional but friendly working environment
- If you are ambitious – and it is not necessary that you are – you have an influence on managerial aspects of the office
- You would join a well-functioning and pleasant team of colleagues - and you would be expected to make every effort to maintain that status

- A work location in modern offices in a central location (SW1)

- Central. Our London office is located in SW1, in central London – next to St James Park, Buckingham Palace and Westminster, as well as a close walk to Victoria Station with access to over ground train services.
- Modern. The London offices are newly established (in 2017); and have modern facilities.
- Comfortable. We offer a very comfortable and ergonomically thoughtful working environment.
- Lunch. Each Friday Sheltons cover lunch for all employees, the idea being to eat together outside the office