



Job Description

Job Title:	Apprentice bookkeeper
Reports to:	Client Accountant
Working Hours:	9:00 AM to 6:00 PM (40 hours per week) <i>(Hours may vary occasionally for business reasons)</i>
Salary and Benefits:	Competitive salary, generous benefits, career development opportunities
Location:	Milton Keynes, Buckinghamshire

Alexander Rosse

Hello and welcome to **Alexander Rosse** — we are a fun-loving team of entrepreneurs and qualified accountants who believe business should be human, smart and digital-first.

Since launching in 2009 as one of the **first “Xero-only” accountancy practices in the UK**, we have grown into a **Xero Platinum Partner** and one of the leading firms of Chartered Accountants specialising in cloud-based accounting and advisory services.

Our founders come from Big 4 backgrounds and have built a firm that truly supports small and medium-sized businesses to grow. Our senior team brings hands-on experience from working with hundreds of businesses — knowledge that’s hard to beat and makes a genuine difference to our clients.

Position Summary

As an **Apprentice Bookkeeper**, you will be part of our client accounting team, supporting business owners by maintaining accurate financial records and delivering reliable information. You will work within **Xero** and related software to record transactions, reconcile accounts, process VAT returns, and assist with month-end and year-end reporting.

This is an excellent opportunity to learn and grow within a supportive environment while gaining exposure to modern accounting tools and practices.

Key Responsibilities

- Record financial transactions accurately within **Xero** and other accounting software
- Maintain and balance ledgers, ensuring accuracy and compliance
- Record disbursements, recharges, prepayments, and accruals correctly
- Reconcile bank accounts, general ledgers, and control accounts on a regular basis
- Create and reconcile sales and purchase invoices
- Add and reconcile payroll journals, ensuring PAYE and salary payments are matched
- Prepare and reconcile **VAT returns**
- Prepare supplier payment files and assist with payment processing when required
- Communicate with clients to request information and explain accounting matters clearly
- Answer client and prospective client calls in a professional and helpful manner
- Ensure client queries are acknowledged within **four hours** of initial contact
- Support the wider team with administrative and project-based tasks as needed



Job Description

Qualifications:

- Minimum of **five GCSEs (grades 9–4)** including Maths and English
- **A-Levels** (or equivalent) in Maths, Business Studies, Economics, or related subjects are desirable
- Interest in pursuing an **AAT or similar accounting qualification** (supported by the firm)

Skills and Behaviours

- Upholds **integrity, objectivity, confidentiality, and professionalism** in all work
- Strong **attention to detail** and a methodical approach to problem solving
- Effective **communication skills** – both written and verbal – with the ability to explain financial information clearly
- **Team player** with a collaborative and proactive mindset
- Excellent **organisation and time management** skills, able to prioritise and meet deadlines
- Comfortable working in a fast-paced, dynamic environment
- Confident using **Microsoft Office (especially Excel)** and **Xero**
- Willingness to take responsibility for personal **learning and professional development**
- Positive, can-do attitude and commitment to delivering outstanding client service

How to Apply

Please submit your CV and a short video explaining why you are interested in this role and how you see yourself contributing to Alexander Rosse to vacancies@alexanderrosse.co.uk. Please state your salary expectations.

Alexander Rosse is a dynamic and inclusive business, committed to fostering a workplace that values diversity and promotes equal opportunities for all. As part of our dedication to creating an open and supportive environment, we encourage applications from individuals of all backgrounds.

Why Join Alexander Rosse?

You will be joining a forward-thinking firm that values innovation, personal growth, and genuine teamwork. We invest in our people through structured training, mentoring, and exposure to real client work from day one. If you are looking to start your accounting career in a modern, friendly, and ambitious practice — we would love to hear from you.