

**Job Title:** Bookkeeper / analyst  
**Location:** Bury St. Edmunds, Suffolk  
**Reports to:** Partner  
**Salary:** Competitive, commensurate with experience  
**Contract Type:** Full-time or Part-time, Permanent  
**Benefits:** BUPA, Employee Bonus Scheme, Flexible Working

### About Wilson Wraight

Wilson Wraight is a leading provider of agricultural, environmental, and planning consultancy services. Based in Bury St Edmunds and led by five Partners, our range of high-quality and efficient management services aim to support land-based businesses for decades to come. We are committed to creating an environment that enables our team to continuously develop, succeed and thrive.

### Job Purpose

The successful candidate will undertake bookkeeping for farming clients and assist consultants with preparation of management information and accounts.

### Key Areas of Responsibility

This role covers many areas of responsibility, working with multiple clients, including but not limited to the following:

Preparing monthly or quarterly VAT returns

Bank reconciliation

Processing payroll

Compiling accurate financial information, including management budgets and reports

Carry out administrative estate management responsibilities

Liaise directly with farmers and estate owners, including some travel for client meetings

Maintain and improve your accounting knowledge, sharing where appropriate with colleagues and clients

Provide cover and assistance to your colleagues

### Applicant Requirements

The successful applicant will have the following skills:

- A willingness to be proactive and take the initiative
- AAT Qualified
- Proven bookkeeping, payroll, and accounts assistant experience
- Excellent interpersonal and communication skills
- Outstanding organisational skills, with good attention to detail and a keen eye for accuracy
- An ability to function as both a strong team player and a focused individual
- Willing to work from the office and travel to farm meetings
- Experience of either Sage, Xero, Farmplan and KEYPrime is desirable
- An enthusiasm for UK agriculture would be advantageous

Please apply in strictest confidence with CV and supporting correspondence to [sdoogan@wilsonwraight.co.uk](mailto:sdoogan@wilsonwraight.co.uk)