



Bookkeeper's Job Description for a Window Cleaning Business

Created for Members of The Window Cleaners Association (WCA)

A **bookkeeper** in a window cleaning business plays a key role in ensuring the financial health, compliance, and smooth day-to-day running of the operation. Whether you're a sole trader growing your first team or managing multiple vans across different rounds, a reliable bookkeeper helps you stay on top of finances, cash flow, and reporting.

Core Responsibilities

The bookkeeper oversees the company's financial records by maintaining accurate records of:

- Customer payments and outstanding balances (accounts receivable)
- Supplier invoices and company spending (accounts payable)
- Payroll data
- Bank reconciliations and cash management
- VAT submissions
- Financial entries in accounting software (e.g. QuickBooks, Xero, Sage)

Key Skills

A bookkeeper must be:

- Organised and detail-oriented
- Trustworthy and able to maintain confidentiality
- Proficient in accounting software (especially in line with Making Tax Digital rules)
- Confident communicating with owners, accountants, and sometimes clients
- Able to provide simple financial reports even in small teams with limited oversight

Typical Tasks in a Window Cleaning Business

1. Sales Ledger Management – Input customer invoices, record payments, and chase overdue accounts.
2. Purchase Ledger Management – Record expenses, reconcile supplier statements, and flag issues.
3. Bank Account Reconciliation – Match accounts with the bank and ensure accuracy.
4. Process Payments – Make supplier payments and issue remittances.
5. VAT Returns – Prepare or supply reports for VAT submission.
6. Payroll & Subcontractor Records – Manage wages and prepare summaries for subcontractors.
7. Annual Accounts Support – Liaise with the accountant at year-end.
8. Petty Cash / Expenses – Process expenses, credit card statements, and mileage logs.
9. Management Reporting – Provide monthly financial updates to the owner.
10. Support with Insurance & Admin – Maintain records and assist with key admin duties.

Bookkeeper Roles in Different-Sized Window Cleaning Businesses

Small Owner-Operated Businesses: The bookkeeper often works directly with the owner and may also manage HR, payroll, insurance, and even help organise quotes or documents.

Larger Businesses (3+ Vans / Office Team): The bookkeeper might work alongside an admin team and report to a finance manager or external accountant. They may focus only on inputting transactions or overseeing credit control.

What Makes a Great Bookkeeper?

- Provides clear, honest, and regular reporting
- Communicates proactively with the owner or accountant
- Helps the business stay compliant and prepared for growth
- Maintains rock-solid records you can rely on
- Helps you avoid costly surprises like late VAT filings or missed payments