

## JOB DESCRIPTION

**Job Title:** Accounts Assistant

**Job Reference :** AA12/20

**Salary :** £19,000 - £21,000 pro rata depending on experience

**Hours:** 20 - 37.5 hours per week

**Reports to:** Financial Controller

### POSITION SUMMARY:

- Accounts assistant required in our Accounts office, that is taking on more responsibility & work load, in operational financial control, commercial analysis & broader remit
  - This maybe to be a part-time role.
  - Our need is for support throughout the year (and not seasonal only).
  - We pay a market rate (pro-rated depending on the agreed number of days).
  - Scope to develop, training given

### Main Responsibilities / Key Accountabilities:

- Duties include support (and sometimes responsibility) for:
  - Transaction (invoice) authorisation and processing into a Sage accounting system.
  - Payroll processing.
  - Prepayment and accrual preparation.
  - Month-end close routines and year-end audit support.
  - Excel spreadsheets.
  - Reconciliation of trial balance accounts to source system data.

### Planning and Organisation:

- Skills and experience and personality required
  - Experience of a small accounts department in the service sector.
  - Experience in using accounts and revenue systems, payroll systems (Sage preferably) and Excel spreadsheets.
  - An understanding of trial balances, profit and loss accounts, budget and variance analyses and balance sheets.
  - Accuracy, integrity and discretion in handling commercial and confidential information.
  - Enthusiasm, willingness and flexibility to meet all challenges.
  - A passion to work within a company that thrives on team work and service to our customers.

### Decision Making and Use of Judgement:

Basic decision making under the direct supervision of the Financial Controller

### Essential Internal and External Relationships:

Dealing with all internal departments & external suppliers

Every single member of staff at Ufford Park is critical to helping us operate. We can employ up to 150 people in peak season. All of our team members enjoy exclusive benefits such as lunch/dinner whilst on shift, free parking, a staff reward scheme, use of the pool, gym and discounted rates for use in our spa, accommodation, dining and treatments, 28 days annual leave (inclusive of Bank Holidays) and membership to the Company Pension Scheme.

**EMPLOYEE SPECIFICATION**

**POST TITLE:** Accounts Assistant

**DEPARTMENT:** Accounts Department

	<b>Essential</b> (Insert below those skills, knowledge, education and experience that you have identified as essential)	<b>Desirable</b> (Insert below those skills, knowledge, education and experience that you have identified as preferred but not essential)	<b>How Identified</b> (Insert below how you will identify if they have these essential or preferred qualities)
<b>SKILLS:</b>	<b>Accounts experience</b> <b>Payroll experience</b> <b>Excel experience</b>	<b>Sage Accountancy</b> <b>Sage Payroll</b>	<b>Ask to show ability on accounts computers</b>  <b>References from previous accounts &amp; payroll positions</b>
<b>EDUCATION / KNOWLEDGE:</b>	<b>AAT Accounts qualification – Level 3 +</b> <b>Excel</b> <b>Word</b>	<b>Level 3 or above</b>	<b>AAT qualification certificate</b>
<b>EXPERIENCE:</b>	<b>Accountancy</b> <b>Payroll</b>	<b>1-2 years experience</b>	<b>Employment History</b>