



THE CROWNING PLACE OF
SCOTTISH KINGS

Job Description

Assistant Accountant, Scone Palace

Job Title:	Assistant Accountant	Responsible to:	Estate Accountant
Main purpose of job: To support the organisation's financial accounting, reporting and control activities and to ensure they are carried out efficiently, effectively and in line with best practice.			
Main responsibilities include: <ul style="list-style-type: none">- Processing of transactions relating to Purchase Ledger, Sales Ledger and Nominal Ledger- Control Account reconciliations- Processing of Payments- Assisting with the production of monthly management accounts- Bank reconciliations- Credit Control- Assisting with preparation of management reports and KPIs- VAT Returns – preparation and completion in accordance with legislation and deadlines- Preparation of information for external accountants- Ad hoc financial duties as required- Ad hoc administrative duties as required- Provide holiday and absence cover as required.- To carry out any other reasonable tasks as required by the Family and Management Team.			

This job description is a guide to the nature of the work required. It is not wholly comprehensive or restrictive

December 2018



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Person Specification

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FACTOR	ESSENTIAL (E) Or DESIRABLE (D)
<p>QUALIFICATIONS Educated to degree level or equivalent Part qualified accountant: ACCA/CIMA/ICAS qualification or equivalent</p>	<p>D E</p>
<p>EXPERIENCE Demonstrable practical experience of working to a similar level in a financial management role Experience of landed estates and/or agriculture</p>	<p>E D</p>
<p>KNOWLEDGE A good understanding of payment deadlines and month end deadlines A good working knowledge of VAT and partial exemption Understanding of payroll systems, pensions and auto enrolment</p>	<p>E E D</p>
<p>SKILLS AND ABILITIES Must be computer literate and have extensive knowledge of Microsoft Packages with an advanced understanding of Microsoft Excel spreadsheets (inc macros) Knowledge and experience of Landmark Accounts package Knowledge and experience of Merac EPoS systems</p>	<p>E D D</p>
<p>PERSONAL QUALITIES A professional manner and appearance Ability to establish and maintain positive relationships with staff, suppliers and others Keen attention to detail and well organized and able to co-ordinate a range of activities Able to prioritise and deliver to tight timescales Able to work on own initiative in a pro-active matter A willingness to undertake all necessary training for the role including required CPD Commitment to delivering the highest standards of service for the wider business A flexible and adaptive manner as assistance with other ad hoc duties may be required The ability to work efficiently in a busy environment</p>	<p>E E E E E E E E E</p>

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