

Assistant Accountant, Scone Palace

New Year, New Challenge?

Scone Palace is going through an exciting time of change, investing in new systems and technology. We are seeking an **Assistant Accountant**. The role would suit a part qualified Accountant (ACCA/CIMA/ICAS).

The successful candidate will be able to demonstrate strong accounts experience, current and relevant IT skills and the ability to work to tight deadlines. The Finance Department comprises a small team and good communication skills are essential, along with the ability to work with confidentiality in mind at all times.

Duties will include accurate invoice and payment processing, some cash-counting and banking, bank reconciliations, VAT returns, drafting management accounts and handling general finance-related enquiries and producing financial reports.

The successful candidate must:

- Have excellent IT skills, be proficient in Microsoft Office especially Excel
- Have previous experience of using computerised accountancy systems
- Have a working knowledge and understanding of VAT
- Previous experience of EPOS systems would be an advantage

Candidates must have relevant practical experience. The ability to work to deadlines is essential. You will be motivated and committed, have good self-discipline and strong attention to detail. The role is full time and office hours are Monday to Friday, 9am – 5.30pm.

Job description and application form available from:

<https://scone-palace.co.uk/work-with-us>

Applications to: anne@scone-palace.co.uk

Telephone: 01738 554920

Closing date for applications: Friday 29th January 2021