

Scone Palace

Job Description – Seasonal Finance Administrator, Scone Palace



Job Title:	Seasonal Finance Administrator	Responsible to:	Head of Finance
Main purpose of job:	To carry out accurate and timely book-keeping and administration tasks in a busy finance office, acting with confidentiality in mind at all times		
Main responsibilities include:			
<ul style="list-style-type: none"> - Daily invoices – recording and circulating for approval - Processing sales & purchase invoices - Petty cash reconciliations - Processing takings – this may include counting and banking cash - Credit card transactions - Processing month end journals and recharges/internal charges - Handling mobile phone & utility bills - Preparing and issuing monthly customer statements - Production of financial reports as required - General filing - Administering Safe Deposits for property rentals - Handling Council Tax issues - Assisting with general office duties including answering the phone and dealing with enquiries - To carry out any other reasonable tasks as required by the Management Team - Providing holiday and sickness cover for Reception 			
Requirements of the Role:			
<ul style="list-style-type: none"> - Attention to detail and pro-active approach - Teamwork & communication is essential to ensure continuity within the Finance team - A willingness to provide cover during periods of absence e.g. holidays/illness - Excellent communication, presentation and interpersonal skills - A commitment to delivering the highest standards of service - A flexible and adaptive manner as assistance with other ad hoc duties may be required - The ability to work efficiently in a busy environment - A willingness to undertake any training necessary for the role - Experience of Sage 200 is desirable 			

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

April 2021