



## The Waddesdon Estate

### Role Description

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Job Role:	<b>Finance Assistant</b>
Reports To:	Finance Manager
Location:	Waddesdon Estate Office, Queen Street, Waddesdon

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#### Summary of the position

The Finance Assistant works closely with the Finance Manager to perform a wide range of accounting, reporting, administrative and project-based tasks in relation to the activities of the Waddesdon Estate. The position is based in the Estate Office and the role holder will be in regular contact with all of the Waddesdon Estate team, particularly Head of Department colleagues, to ensure the smooth running of the Estate's accounting processes.

#### Background – Waddesdon Estate

Waddesdon Estate is an historic estate of approximately 5,700 acres and located 5 miles north-west of Aylesbury. The property is owned by Lord Rothschild and a number of Family Trusts. The enterprises operated within the Estate being dominated by residential, farming and commercial operations and includes approximately 30 staff members over six departments. Whilst we work closely with Waddesdon Manor, the operations of the Estate Office stand separately, reporting directly to Lord Rothschild and a Management Board.

The Estate Office is a busy environment, with many and regular visits by colleagues, tenants, suppliers and contractors, and deliveries, and the Finance Assistant is part of the office team that works together to ensure an efficient and friendly service and presents the Estate to the highest standard at all times.

#### Key responsibilities and accountabilities:

##### 1. Accounting

- Primarily performing and assisting with the day to day accounting functions of the various activities within Waddesdon Estate:
  - Accounting
  - Day to day bookkeeping
  - Purchase ledger (processing invoices, payment runs, reconciling supplier statements)
  - Sales ledger (raising invoices, credit control)
  - Bank reconciliations and cash management
- Month end process
  - Journals, accruals and prepayments
  - Balance Sheet reconciliations
  - Assisting with the preparation of management accounts
- Annual process
  - Assisting with the preparation of statutory annual financial statements

## 2. Ad hoc projects

- Assisting the Finance Manager and wider Estate team with ad hoc projects.

## 3. General

- To ensure all financial documentation relating to the work above is filed in a timely manner to create a clear audit trail and documents are easily retrievable.

## The Candidate

This is a busy and fast-paced role, requiring a candidate with a diligent, methodical and highly organised approach and who is able to assist in the development of accounting and administrative policies and procedures.

The candidate must be a team player, ready to help others, develop positive relationships and contribute to the friendly and highly professional work of the Estate Office.

Ideally, the candidate can demonstrate:

- A minimum 2 years' experience of general accountancy work, including working with accounting systems (Xero or Landmark would be an advantage)
- The ability to work to deadlines and manage their own workload
- A good working knowledge of Microsoft Office, in particular Word and Excel
- A friendly, 'can-do' approach, and be an effective team member
- Customer service skills and understanding
- Experience of farms accounting and/or knowledge of farming would be an advantage, but not essential

**Salary:** £22,000 to £26,000 per annum, dependent on experience

**Hours:** 09.00 to 17.00, Monday to Friday

**Benefits:** 25 days holiday, pension scheme, Death in Service benefit, various Waddesdon Manor discounts