

ACCOUNTS MANAGER

ROLE DESCRIPTION

Mulgrave is one of Yorkshire's Great Estates, located on the North Yorkshire Coast and in the North York Moors National Park. Extending to some 15,000 acres, our business interests include Forestry, Farming, Leisure, Residential and Commercial Property. Our traditionally managed, but forward-looking Estate is centred on Mulgrave Castle, the historic seat of the Marquis of Normanby.

We are seeking a suitably experienced and qualified Accounts Manager to join our small, but busy, Estate Office and manage our accounting function. Reporting to the Estates Director, but working closely with our Financial Director, you will have responsibility for all day-to-day accounting including the preparation and monitoring of performance against budgets, the production of management accounts, sales and purchase ledgers, payroll, and VAT returns. This is a senior role on the Estates management team, you will be responsible for ensuring key deadlines are met and an effective accounting service is delivered for the owner.

A key role, the successful candidate will not only have business acumen, but be hardworking, committed, trustworthy and experienced in the safe and efficient delivery of accounting operations. Attention to detail is paramount and you must be able to work on your own initiative on a day-to-day basis. Candidates should have relevant experience and qualifications to competently undertake the role. Experience of farming budgets, accounting and valuations would be advantageous.

To be successful you will also be well organised, adaptable, discreet, reliable, and work with enthusiasm, flexibility, and commitment. In view of the varied content of the role, a background of having worked on a rural Estate would be helpful but is not essential. The individual will be a supportive team player, who is engaging, self-motivated and thrives in working with others but equally alone. Good communication skills are essential.

Key Responsibilities

- Preparation of Estate wide budgets and the monitoring of them with other departmental managers.
- Managing the sales and purchase ledgers, including the approval processes.
- Bank reconciliations.
- Dealing with e-commerce transactions.
- Processing recharge invoices to internal businesses.
- Monitoring customer and supplier balances.
- Credit control including preparation and dispatch of debtor statements.
- Cash flow monitoring.
- Compiling, posting, and delivering payroll.
- PAYE & VAT Returns.
- Ensure all accounts transactions are posted to the system, including review of trial balance and provide assistance/information to the FD in respect of quarterly board meetings.
- Liaise with and provide assistance to the FD, our auditors and London based Accountants and advisors in respect of the preparation of annual financial statements.
- Collaborative and team working with other Estate Departments.
- Be a positive ambassador for the Mulgrave Estate.

Essential Skills/Qualifications/Training

- Solid experience of managing an accounts department.
- Use of Landmark (or similar property software), Sage and Sage Payroll
- AAT or similar Qualified
- Full and clean driving licence

A competitive salary, package and further training & development will be available to the right candidate.

Hours: 8.30am to 5pm Monday to Friday.
Salary: Dependant on experience and qualifications
Benefits: Pension Scheme, Death in Service and other benefits after 6-month probationary period.
Annual Leave: 25 days per annum, plus 8 public and religious holidays.

Applications in writing with CV to

Robert Childerhouse, Estates Director.

Estate Office, Mulgrave Castle, Whitby YO21 3RJ.

Closing Date: Monday 31 January 2022 at 12 noon.

Interviews will be held on the Estate on Wednesday 9th & Wednesday 16th February 2022