



## **Accounts Assistant & Property Manager – Scampston Estate**

Scampston Estate, a diversified rural estate near Malton in North Yorkshire, is seeking to recruit an Accounts Assistant & Property Manager. This is a fantastic opportunity for the right candidate to work in a diverse and complex business with a wide range of challenges and responsibilities. As a key member of a small team you will work closely with both the Finance Manager and Estate owner and be expected to make a real impact on the business.

Scampston Estate is a modern rural estate (see [www.scampston.co.uk](http://www.scampston.co.uk)) with a diverse portfolio of businesses including an award-winning visitor attraction, farming, residential property, agricultural property, a luxury holiday lodge park, weddings, park events and others. The Estate Office is located at Scampston Hall, one of North Yorkshire's finest regency houses, just a few miles from the picturesque town of Malton and easily accessible just off the A64.

We are seeking a suitably qualified and experienced candidate for this permanent role who is self-motivated, organised, efficient and able to manage many varied projects and tasks. You will report to the Finance Manager and take overall responsibility for all Payroll processing and VAT returns, as well as assisting with some other financial aspects such as invoice analysis and posting, and manage many of the office administration responsibilities. In addition, you will be responsible for the day-to-day operation of the residential property business comprising around 70 properties, including managing maintenance programmes and renovations, and liaising with agents and tenants.

### **Summary of Responsibilities**

The Accounts Assistant & Property Manager's responsibilities include:

- Prepare and process monthly payroll for up to 50 employees
- Administrate the company pension scheme including auto enrolment duties
- Prepare and submit VAT returns
- Purchase ledger: post purchase invoices and reconcile accounts
- Sales ledger: raise sales invoices and chase unpaid debts
- Ensure efficient running of property portfolio including making sure that all legal requirements are met, e.g. electric tests, EPC, boiler servicing, fire alarm monitoring
- Liaise with staff and contractors to ensure property repairs are carried out as required and renovation projects are managed
- Liaise with property agents re. tenancy issues and contracts, property inspections, etc.
- Monitor the receipt of rental income from property and chase up late payments



## Qualities, Skills & Experience

We are seeking an exceptional candidate with the following attributes:

- AAT Qualified, Part-Qualified Accountant or Experienced Book-Keeper
- Practical experience of Payroll Processing and preparation and submission of VAT Returns is desirable
- Ability to manage people effectively and work as part of a team
- Excellent IT skills, especially Microsoft Excel and experience of accounting software such as Intuit QuickBooks or Sage
- A proven multi-tasker who is organised, efficient and productive as well as being accurate and having great attention to detail
- Ability to work on your own initiative and research problems
- Confident and professional in dealing with both external and internal parties

Job type:	Permanent
Hours:	37.5 hours/week
Salary:	£competitive
Closing date for applications:	Sunday 18 <sup>th</sup> November 2018
Expected first interview date:	Monday 26 <sup>th</sup> November 2018
CV & covering letter to:	<a href="mailto:estate@scampston.co.uk">estate@scampston.co.uk</a>