**THE BERKELEY & SPETCHLEY ESTATES**

**ACCOUNTS ASSISTANT**

**JOB DESCRIPTION**

**Reporting to:** The Estate Bookkeeper

**Key Responsibilities**

* The processing of financial information for all Estate entities
* Associated administrative tasks at the Berkeley Castle Estate Office

**General Description**

The Berkeley & Spetchley Estates are two rural Estates based in Gloucestershire and Worcestershire. They are mainly managed from the Berkeley Castle Estate Office based at Berkeley Castle in Gloucestershire. This office now requires an Accounts Assistant to support the in-house Estate Bookkeeper in dealing with all financial issues for the Estate businesses. The office comprises a small team of committed people dealing with the wide range of enterprises including property letting and management, visitor businesses and weddings and events amongst various other things.

A detailed explanation of tasks is set out below and an enthusiastic individual who is good with figures, has the right attitude and an ability to adapt to the different requirements of the role is sought.

1. **Detailed Tasks**

* Cash handling including banking as and when required and posting cash receipts on to account system
* Bank reconciliations
* Sales ledger invoicing and receivables
* Process Rent invoices
* Purchase ledger invoicing and payables including verification of utility bills etc.
* Managing petty cash
* Debt control
* Updating insurer regarding changes to policy information
* Providing general support to the Estate Office administrative team

**2. General**

To perform all other duties (not specifically referred to above) in relation to the management of the Estates as directed by the Estate Bookkeeper or Estate Director.

**Working Hours**

The role is for a 25 hour week which is anticipated to be across the week but the actual working times will be discussed with the successful applicant.

**Remuneration**

The rate of pay will be dependent on experience.