



## **ACCOUNTS ASSISTANT**

The Lulworth Estate is looking for an experienced Accounts Assistant to join its busy Accounts Department. The estate encompasses a wide variety of businesses including tourism, weddings and events, farming, residential and commercial property, and a holiday park. The ability to work proactively, efficiently and flexibly is crucial.

### **JOB ROLE**

- Work within a busy accounts department.
- Processing of purchase ledger invoices for several organisations across a range of industries.
- Manage purchase ledger system to include making supplier payments accurately through online business banking.
- Liaising with other departments, clients and suppliers to resolve problems by telephone or email.
- Some processing of sales ledger invoices.
- Weekly monitoring of sales ledger balances, reporting on these and chasing debtors if necessary.
- May include assisting in the reconciliation of incoming cash takings from our many trading outlets.
- Carry out other administrative tasks as required on a regular basis.

### **ESSENTIAL ATTRIBUTES**

- Able to work accurately and without supervision.
- Have ability to check own work to identify errors.
- Attention to detail essential and proactive attitude to problem solving.
- A basic understanding of VAT and double entry bookkeeping.
- Experience of using accounts packages to process information.
- Efficient use of Excel.
- Able to work under pressure.
- Able to work efficiently in a busy environment.

### **PREFERRED**

AAT Level 2 qualification although not essential.

## HOURS

Monday to Friday 9am to 5pm.

Some weekend and Bank Holiday work required during busy periods but time given off in lieu.

Closing date 9<sup>th</sup> May 2017

Application by CV and covering letter to Kim Dyer, [kim.dyer@lulworth.com](mailto:kim.dyer@lulworth.com), 01929 400352