



JOB DESCRIPTION

Job Title: Management Accountant

Post Reference No: AC01

Reports to: Head of Finance

Grade/Salary: Circa £45,000 per annum dependent on experience

Hours: 37.5 hours per week, Monday to Friday between 8:30am and 5:00pm

Status: Permanent, subject to a six month probation period.

Lulworth is well-known for its iconic landscapes and inspiring heritage, such as Lulworth Cove, Durdle Door and Lulworth Castle. Supporting local communities and attracting around one million visitors a year, we operate diverse business operations to include tourism and holidays, education, retail, hospitality, property, farming and forestry.

A great opportunity has arisen to join our hardworking finance team here at Lulworth. Reporting to the Head of Finance, this role is key in ensuring procedures and processes are conducted correctly and that data is presented in a meaningful way to enable decision making. A pro-active approach with attention to detail and an enthusiastic outlook are essential.

Main Tasks and Duties:

- Preparing effective management accounts and developing monthly reporting.
- Performing day-to-day accounting and administration tasks at all levels.
- Assisting in the preparation of annual budgets and analysing monthly performance, exploring variances with budget-holders.
- Developing effective data sharing with software used by our other departments across the Estate.
- Contributing to the development of our new accounting software to best achieve optimum functionality.
- Preparing VAT returns including partial exemption calculations.
- Carrying out payroll tasks where necessary in connection with monthly payroll for c.250 staff members.
- Providing analysis for the contribution to longer term financial and operational planning.
- Ensuring internal procedures are robust and adhered to.
- Overseeing junior members of the team where needed.
- Working to the highest standards and instilling this mindset in the team.
- Building professional and effective relationships across the business; liaising with departments, clients and suppliers.

Duties Expected of All Staff:

- To undertake such personal staff development as is agreed to be necessary for the development of the role and the individual.
- To set a high standard of professionalism. This will include maintaining regular contact with colleagues, and customers verbally, in writing and via e-mail.
- To monitor customer satisfaction and continually seek ways of improving the service for which the post is responsible.
- To regularly review, adapt, and improve systems and procedures.

- To undertake an annual appraisal which clearly identifies targets for continued improvement.
- To take proactive responsibility for Health & Safety at all times, reporting accidents, incidents and near misses which may affect staff, customers and visitors.

This range of tasks should not be construed as definitive or exhaustive due to the changing external environment within which the Estate operates. Other duties may be required within the general scope of the post.

Person Specification:

	Essential	Desirable
<u>Qualifications</u>	<ul style="list-style-type: none"> • Good standard of GCSE's grades 4-9 / A*-C (or equivalent) inclusive of English and maths. • Appropriate AAT qualification. • CIMA or ACCA qualification. 	
<u>Experience and Knowledge</u>	<ul style="list-style-type: none"> • A minimum of 5 years experience in a previous accounts role. • Expertise of using accounts packages and MS Excel to process information. • Experience in a fast-paced, busy office. 	<ul style="list-style-type: none"> • Previous experience in an Accounts department on a diverse, rural Estate or similar.
<u>Skills and Abilities</u>	<ul style="list-style-type: none"> • Ability to take the initiative to get work completed efficiently. • Capability and drive to interrogate figures, identify and solve problems in a logical and timely manner. • Excellent communication skills across diverse areas of operation. • Accurate with strong attention to detail. 	
<u>Personal Qualities</u>	<ul style="list-style-type: none"> • Excellent timekeeping. • Strong communication and interpersonal skills. • Able to work independently and as part of team. • Desire to mentor and develop the skills of junior team members. 	
<u>Other</u>		

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Competencies Required of All Staff:

- Excellent interpersonal and communication skills when dealing with colleagues, visitors and external bodies at all levels.
- A positive, 'can-do' attitude.
- Keen to embrace and deliver change.
- Self-directed with a high level of personal drive.
- Commitment to achieving excellence through continuous improvement.
- Enthusiastic with ability to motivate.
- Ability to problem solve
- Prepared to work flexibly to meet work requirements including weekends and evenings to support the effective functioning of the department and wider Estate as required.
- Ability to contribute to achieving cultural change.
- Active commitment to equal opportunities

Terms and Conditions:

- This is a permanent appointment.
- The Contract of Employment will be based on the provisions of the Lulworth Estate A Fund
- The salary for this post will be circa £45,000 per annum, dependent on qualifications, skills and experience.
- Working Hours will be 37.5 hours per week, Monday to Friday between 8:30am and 5:00pm.
- The annual leave entitlement will be 30 working days to be taken during the period 1 January to 31 December inclusive of bank holidays or Christmas closure days.
- The appointment is subject to the satisfactory completion of a 6-month Probationary Period with regular reviews.
- The notice period will be dependent on contract type.
- Membership of the Peoples Pension Scheme is available.
- The appointment is subject to the Estate receiving satisfactory references.
- *The successful candidate is required to advise whether they are aware of any health condition or disability which might impair their ability to effectively undertake the duties of the position as outlined above. This disclosure may result in a referral to the Occupational Health Advisor for a medical clearance prior to commencing employment.*

Applications

Applicants for this position must send their CV with a covering letter to recruitment@lulworth.com.

We are not accepting CVs at this stage from Recruitment Agencies

The Closing Date for Applications: 28/02/2025

Proposed Interview Date: N/A

We reserve the right to close this position before the published closing date, should the need occur. We therefore advise that you complete and submit your application as soon as possible.

Please add recruitment@lulworth.com to your list of safe senders to ensure that any correspondence from us does not go directly into your spam folder.

You will be asked to provide evidence of all the qualifications listed on your application form at interview.

Please ensure you read our GDPR Candidate Privacy Notice to understand how your data is processed. This can be found on the Lulworth website under the recruitment page or you can request a copy by emailing recruitment@lulworth.com.

Following receipt of completed application forms, if you have not heard from us within 2 weeks of the closing date regrettably you will not have been short listed on this occasion. All short listed applicants will be contacted within 2 weeks of the closing date or no later than 3 days prior to the interview date (where an interview date is specified).

Statement by appointed person:

(Section to be completed following offer of post to successful candidate)

I am pleased to confirm my agreement to the terms, conditions and duties stated within this job description and agree to undertake the role of Management Accountant at the Lulworth Estate.

Signed:

Print Name (Block capitals):

Date: