



## ESTATE ACCOUNTS CLERK

1 BAILEY COURT, COLBURN BUSINESS PARK, RICHMOND, NORTH YORKSHIRE, DL9 4QL

We are recruiting for an exciting opportunity for an Accounts Clerk to join our team based in Colburn. Within this role you will manage a portfolio of GSC Grays Estate Management clients' accounts.

### The role and responsibilities:

- To manage a portfolio of clients' accounts for managed estates
- To input into sales and purchase ledgers in Landmark (being the main accountancy package used)
- Producing and submitting VAT returns
- Running payroll
- To assist the Head of Client Accounts Team Leads with monthly management reporting and credit control.

### The skills we are looking for in you:

- Possesses or studying for a recognised accountancy qualification, eg AAT Level 3, CIMA, ACCA
- At least 5 years' experience in an accountancy/book-keeping role
- Experience of Farm or Estate Accounts
- Experience of IT systems - training will be given on Landmark Prime
- Good level of numeracy and analytical skills

- Ability to prioritise busy workload – the workload is sometimes relatively high and the role calls for someone who can manage their workload calmly and set priorities
- Ability to act on own initiative whilst also working within Company processes and procedures
- Good organisational skills
- Pays attention to detail
- Interpersonal skills - ability to deal with people at all levels, including customers such as tenants and land owners, and colleagues including directors, land agents and other admin staff
- Possesses tact, discretion and respect for confidentiality
- Experience within a professional services organisation preferred, but not essential.

## Key information about the role you need to know:

- Full-time
- 9.00am - 5.30pm Monday to Friday. Occasional flexibility is required to clear any urgent workload
- Up to one hour for lunch
- 25 days holiday plus statutory bank holidays
- Auto-enrolment pension scheme with Aviva, 5% employee and 3% employer contribution.