

## **The Landmark Trust**

### **Accounts Clerk**

Reports to: Accountant

Reports: None

Liaison with: All members of the Accounts team; Landmark Staff; Suppliers and Service Providers;

Salary: £17,000-£20,000 depending on experience

Location: Shottesbrooke near Maidenhead, Berkshire

#### **Summary of role**

The Accounts Team is a friendly and tightly knit team of 5 employees, with responsibility for all the accounting and payroll functions for The Landmark Trust and The Lundy Company. Within this team, the Accounts Clerk will have sole responsibility for two purchase ledgers and one Sales Ledger.

We are a busy department, and the purchase ledgers are substantial, with a high quantity of low value invoices, as well as many non-regular items. The successful candidate in this role will be well organised with high attention to detail.

The Sales Ledger is relatively small, as our holiday booking customers are processed through our Booking Office. Invoices are predominantly related to our managed properties and generally do not exceed 30 invoices per month.

#### **Duties & Responsibilities:**

##### **Purchase Ledger**

Maintaining the purchase ledgers for The Landmark Trust and The Lundy Company, to include:

- Plan the monthly purchase ledger timetable to meet the deadlines for agreed payment terms, VAT reporting and management reports.
- Accurately coding Purchase ledger invoices to ensure that costs are charged to the correct cost centre
- Accurately and quickly inputting of purchase ledger invoices onto our computer system
- Planning and preparation of weekly payment runs to ensure that invoices are paid in a reliable and timely manner
- Analysis of staff expenses and petty cash claims, including accounting for VAT, and processing for payment/reimbursement, ensuring that claims fall within the policy and are paid promptly and correctly
- Maintaining the invoice log and liaising with various departments regarding invoice authorisation, managing this with firm diplomacy to ensure that authorisation does not cause unnecessary delay in the process
- Reconciling supplier statement and liaising with suppliers as necessary to resolve issues or answer queries

- Weekly filing of paid invoices
- Maintaining the project cost spreadsheets to ensure that expenditure on projects is accurately recorded to enable sound financial management of projects.

**Sales Ledger**

Preparing sales invoices for The Landmark Trust ensuring that they are sent out in a timely manner and are accurate

Maintaining the sales day book

Performing Credit Control

Coding and processing of nominal entries associated with sales invoicing

## **Person Specification**

### **Education**

- Educated to at least GCSE standard, including English and Maths
- A level education preferred

### **Experience**

- At least 2 years' proven experience of sole responsibility for a busy purchase ledger
- Sales Ledger experience desirable
- Knowledge of a range of Accounts Systems would be useful – we are in the process of reviewing our system
- Confident in using Excel to intermediate level – including formulae

### **Skills and Abilities**

- Ability to plan and organise own workload to meet deadlines
- Logical way of working
- Excellent attention to detail
- Basic understanding of VAT
- Uses initiative
- Able to work on own and as part of a team
- To be able to communicate effectively with colleagues at all levels of the organisation and also with external suppliers /customers

## **TERMS OF EMPLOYMENT**

### **CONTRACT DURATION**

This is a permanent position.

### **LOCATION**

This position will be based at our Shottesbrooke offices near Maidenhead, Berkshire.

### **SALARY**

In the range of £17,000 - £20,000 per annum depending on skills and competencies, paid monthly in arrears.

### **WORKING HOURS**

This is a full time role, working 35 hours per week Monday to Friday, 8.30 am to 4.30 pm.

### **HOLIDAYS**

The holiday entitlement is 25 days per annum plus statutory holidays, increasing to 30 days per annum after 10 years' service.

### **SICK PAY**

During the first three months of employment or the probationary period (whichever is the longer) you will only be paid your Statutory Sick Pay entitlement. After this period you will receive full basic pay during any sickness absence up to 20 days in any 12 month period. The Statutory Sick Pay will be included in this sick pay. Where absence exceeds seven consecutive calendar days and in certain other circumstances, a doctor's certificate will be required.

### **PENSION SCHEME**

There is a non contributory pension scheme which you may join when you have been with Landmark for a year. Landmark also operates a stakeholder pension arrangement, currently with Aviva, which you may join after completion of three months' service and contributions will be deducted from your salary and paid to the insurer.

### **MEDICAL HEALTH**

Private health insurance, currently with BUPA, will be provided when you have been with Landmark for a year.

### **NOTICE**

The appointment is subject to satisfactory completion of an initial three month probationary period, though this may be extended if more time is needed to assess suitability for employment. During this period the post will be subject to a week's notice on either side. A minimum of one month's notice in writing on either side applies after the end of the probationary period.

### **HEALTH & SAFETY**

All staff are expected to observe all health and safety at work regulations as set out by Landmark in accordance with statutory requirements.

### **CONTRACT**

The successful applicant will be required to sign Landmark's Contract of Employment.

The purpose of this information is solely to help prospective employees to understand the details of Landmark's Conditions of Employment. It is not an offer of employment and does not form part of the Contract of Employment or the Job Description.