

Qualified Accountant

Located at Blair Drummond Safari Park

Competitive salary, with particularly good pension benefits, EAP, staff discounts.

The role

This is a fantastic opportunity for an enthusiastic, high-achieving individual to take on a wide range of responsibilities – covering payroll, financial and management accounting. The newly created role (to enhance the existing team) will work across a diverse set of businesses including a growing Farm Shop & Café; Caravan Park with glamping; and Estate operations (sawmill, forestry, fishing and tenancies)

Key areas of responsibility

- Payroll processing and reporting for 4 business entities, with total employees in excess of 250 (including seasonal staff)
- Nominal Ledger management – including regular bank and credit card receipt reconciliations; maintaining fixed asset records; processing periodic stock valuations, pre-payments and accruals; ensuring accurate coding of all transactions to meet management, tax and statutory needs.
- Revenue, Sales & Debtor management – including processing regular revenue journals based on EPOS and online sales systems; ensuring VAT is correctly applied on products; raising adhoc invoices; and following up on any outstanding debt.
- Reporting – providing Managers with financial information to assist with efficient and effective operation of their departments; and assisting Managers & the Head of Finance with budgeting and planning.
- Controls, Processes and Procedures - ensure efficient & effective accounting processes and procedures are in place, making optimum use of software functionality. In some areas this will require pro-active re-design of existing processes.
- Work with the Head of Finance to ensure legislative & regulatory compliance across all aspects of the various businesses.

Requirements

Flexible, proactive, excellent attention to detail; good verbal & written communication skills

Strong computer literacy – ideally with experience of Sage50, Sage50 payroll, EPOS systems (EPOS Bureau), online sales systems (GemaPark/Shopify); Time Management systems (RotaHorizon/Rota One)

Payroll processing experience essential - with current knowledge of auto-enrolment, statutory payment processing and payrolling benefits.

Hospitality and Retail experience highly beneficial.

Working within a team of 5, including other roles with responsibilities for purchase ledger, mainstream invoicing and cash management processes.

Applications

Please email Mary.Macdonald@blairdrummond.com with your CV and a covering letter explaining why you think you would be an ideal fit for this role.