



Accounts Manager – Clovelly Estate, Devon

Clovelly is a privately owned family run estate, which comprises of tenanted cottages, two hotels, the Visitor Centre, shops, the harbour, gardens, as well as tenanted farms and surrounding woodland. The uniqueness of Clovelly has made it in to a popular tourist attraction.

An exciting opportunity has arisen for a full time Accounts/Office Manager. This is a varied and interesting role covering different aspects of the business so experience of Accounts (Sage/Xero), Credit Control, Sage Payroll, Property Management (rental receipts, payments, supplier invoices), Office Management and HR are just **some** of the requirements of this post - not for the faint hearted!

All aspects of revenue and expenditure from across the Estate are collated and processed at the Estate Office and you will be responsible for undertaking/overseeing this process on a daily basis.

We are seeking someone who is professional, articulate, committed and hard-working with a real 'can-do' attitude.

To be successful in this role you will need to be personable as you will be dealing with employees, tenants and suppliers. We need a flexible and dedicated person who has the ability to prioritise, multitask and work under pressure in a wide-ranging environment.

An experienced part time assistant is employed who undertakes invoice processing/payments, banking, bank reconciliations amongst other tasks.

Experience:

- Sage 50, Xero: 2 years current experience, required
- Sage Payroll: 2 years current experience, required
- Credit control: 2 years, required
- Tenant/Rental experience (preferred)
- Relevant CIMA or AAT qualifications (preferred)
- Office management: 2 years (preferred)
- HR experience (preferred)

Working hours: Monday to Friday 8am to 5pm (flexibility may be required on occasion)

The successful applicant will have the opportunity to grow in a role which will involve participation in the management structure of the company.

The role comes with the possibility of renting a cottage within the Clovelly Estate for those looking to relocate.

Please apply with **CV and covering letter** detailing experience and suitability for this post. Closing date for applications 25th November 2021, interviews immediately after that date.