



## Duchy of Cornwall Finance Department Vacancy – Accountant

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### The Duchy of Cornwall

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The Duchy of Cornwall is a private estate which funds the public, charitable and private activities of The Prince of Wales and his family. The Duchy consists of around 54,000 hectares of land in 23 counties, mostly in the South West of England.

The Duchy estate was created in 1337 by Edward III for his son and heir, Prince Edward, and its primary function was to provide him and future Princes of Wales with an income from its assets.

The current Duke of Cornwall, HRH The Prince of Wales, is actively involved in running the Duchy and his philosophy is to improve the estate and pass it on to future Dukes in a stronger and better condition.

### Accountant

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#### Main purpose of role

A vacancy has arisen within the Rural Portfolio Finance Team for an accountant.

The role involves providing all aspects of accounting services for the Duchy's trading activities (currently the Holiday Cottages portfolio, the Duchy Nursery, and St. Mary's Harbour), together with accounting and finance support for the Rural Director of Finance. Tasks range from hands-on transactional work through to the provision of management information.

#### Position

The post reports to the Rural Director of Finance and has no direct reports.

#### Scope of role

Maintain the Duchy Nursery accounts system on Sage. Make journal entries in to Sage from the Nursery EPOS system and from Sage in to the Duchy's main ledgers. Undertake monthly bank account reconciliations and other control accounts.

Undertake all bookkeeping for the Holiday Cottages portfolio. Working with the Holiday Cottages Manager and Housekeeping Manager, the Nursery Manager, and the Harbour Master, monitor the financial performance of these businesses and report on this.

Produce regular management accounts for all trading activities, with commentaries, and assist with budgeting and forecasting.

Undertake accounting projects across the Duchy, such as the review of historic business performance, production of key performance indicators, calculation of social and environmental metrics for Integrated Reporting, and data integrity checks.

The post is based at the Duchy office, Newton St Loe, Bath, with easy car or bus access from Bath and Bristol, and free parking. You will be expected to travel to the Duchy Nursery and Estate Office based near Lostwithiel, Cornwall on a regular basis, roughly one day every two weeks

#### Limits of Authority

The post has a high degree of autonomy and you will be expected to resolve issues and ensure your own work load is managed. The post cannot authorise expenditure or contracts.

#### Relationships

You will need to work with and communicate effectively with non-financial professionals, and establish positive working relationships at all levels within the rural portfolio team – the Nursery management team, Holiday Cottages management team, Land Stewards, deputies, assistants, building surveyors – and the London finance team. Outside the Duchy you must deal professionally with customers, tenants, contractors, auditors and industry professionals.

## Reward package

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The role is full time, 35 hours per week.

The salary will be in the range of £30,000 to £35,000 per annum.

The Duchy will contribute 12% of salary into its group pension scheme.

You will be entitled to 25 days holiday per year.

## Person specifications

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### Education & qualifications

You are likely to be part qualified (ACMA or ACCA) and experienced in producing management accounts for trading businesses – profit & loss and balance sheets, and management information.

You have strong IT skills and are used to inputting and uploading data in to a variety of systems.

### Technical

**Advanced MS Excel** You are happy producing and maintaining complex multi-page and linked spreadsheets. You can handle large volumes of data, sort, filter, and use databases in Excel, create pivot tables, write formulae (e.g. vlookup), design graphs and charts, and use conditional formatting.

**MS Office** You have a good working knowledge of Word and Outlook.

**Sage Accounts** You have experience of Sage 50 Accounts or similar windows-based accounting packages.

### Numeracy and bookkeeping

You are at ease undertaking accounting work and performing financial calculations, with a sound understanding of double-entry bookkeeping, VAT, journal entry, and management accounting metrics. You understand payroll issues and sales and purchase ledger operations, including dealing with cash, credit card and account sales.

### Writing

You can convert financial data in to useful management information and convey this in well-presented text. You can filter out what business issues are relevant to a good written commentary. You use tables of data and graphs appropriately.

### Personal

You are very tactful and totally discreet; organised and systematic; able to build positive working relationships at all levels and across a geographically disparate organisation; able to deal professionally with staff, tenants, contractors, auditors and industry professionals; precise and accurate in your work, with good self-checking; open to discussion, change and development; easy-going yet professional, self-directed and productive. You never miss deadlines.

## Recruitment process

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Long listed candidates will be interviewed in early September 2015. You will be required to undertake a range of assessments covering bookkeeping, numerical and IT skills. For short listed candidates, second interviews will follow soon after.