



HAREWOOD

Harewood Estate and Harewood House Trust Ltd

The role

Finance Assistant/book-keeper

37.5 hours per week Mon-Fri 9am -5.30pm

The primary purpose of this role is to provide ledger processing, direct debit processing, cash book processing and daily takings/cash reconciliation for both The Harewood House Trust and Harewood Estate.

Based: Harewood Estate office, LS17 9LF

Start: November 2014

Salary: Up to £20,000 pa plus contributory pension

Person specification

- Experienced ledger/cash book clerk with an understanding of purchase ledger, sales ledger, direct debit processing using AUDDIS/BACS, cash book processing, and daily takings/cash reconciliation.
- Competent in using Sage 50 and excel
- Experienced in processing VAT and coding invoices under partial exemption
- Excellent time management and organisation skills

Role and responsibilities

- Code and enter purchase invoices (including VAT coding using a partial exemption method)
- Code and enter bank payments
- Prepare monthly BACS payment runs, raise any ad hoc cheques as and when requested
- Enter and reconcile credit cards monthly
- Reconcile daily takings and count and reconcile House income and cash.
- Membership direct debit processing using AUDDIS/BACstel.
- Support for gift aid processing and claims.
- Raise and post sales invoices (including VAT coding)
- Bank reconciliations from statement
- Any ad hoc BACS payments and intercompany transfers.

This role will provide support to both the Finance Officer and the Senior Finance Officer and requires a thorough understanding of book keeping and accounts, competent excel skills, familiarity with the use of Sage 50 and some understanding of VAT using a partial exemption method. The role will provide accounting support for both the Harewood House Trust (a registered charity) and the Harewood Estate.

About Harewood

The Harewood House Trust is an independent charitable Trust which manages and maintains Harewood House and its immediate grounds, by opening to the public as a visitor attraction and events venue and attracting many thousands of visitors a year. Harewood House is one of England's finest 18th century country houses, with a magnificent collection of fine and decorative arts. It is an accredited museum and nationally designated collection and is the family seat of the Earl and



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Countess of Harewood. Set in extensive grounds, Harewood has award winning gardens and a renowned bird garden.

Harewood House Trust is a non-profit making organisation. All income from admissions, events, membership, private hire and other activity is re-invested back into the Trust to ensure its future sustainability.

Owned by David and Diane Lascelles, Earl and Countess of Harewood, the Harewood Estate manages the countryside surrounding Harewood House. It has a nationally recognised conservation programme with particular emphasis on the restoration of historic buildings ranging from Home Farm to Harewood Castle, as well as the protection and development of wildlife habitats and the maintenance of listed parkland.

Further information about the House and the Estate can be found on the website www.harewood.org

Please e mail your CV to include details of your current salary and any additional information you think is relevant to the post to

sue.c@harewood.org . If you have any questions please contact Sue Campagna on 0113 218 1045 ext 116

Closing date: Monday 27th October
Interviews: tba