

**Job Description for the post of  
Accounts Manager  
Cadwgan Building Preservation Trust**

**Job title:** Accounts Manager

**Working Arrangement:** 22.5 hours per week

**Salary:** £16,000

**Job Purpose:**

To manage the finance function of Cardigan Castle Enterprise Limited and Cadwgan Building Preservation Trust; this includes bringing accounts to Trial Balance, preparing Financial Statements and Account Reconciliations.

**Location of the Job:** Cardigan Castle Office, Green Street, Cardigan, SA43 1JA

**Contract:**

Part Time.

22.5 hours per week.

Flexible working.

Holiday entitlement: 29 days per annum pro-rata to include statutory bank holidays.

**Main Duties and Responsibilities:**

- Review daily/monthly revenue reports ensuring cash and credit cards are reconciled.
- Reconcile all bank accounts making them available for the Castle Director for review on the 3<sup>rd</sup> working day of the month.
- Prepare monthly management accounts on an accrual basis by the 6<sup>th</sup> working day after month end.
- Reconcile all balance sheet accounts on a monthly basis.
- Review employee time sheets making payment based on Payroll Services calculation.
- Prepare supplier invoices for approval making payments in accordance with Castle policy.
- Prepare all customer billings, ensuring all billings are sent out within 7 days ensuring payments are received, coordinating with the Castle Director and Operations Manager as needed.
- Assist the Castle Director in preparing annual budgets and monthly revenue forecast and cash-flow.
- Prepare and submit accurate VAT returns ensuring that the organisation is always compliant with regulations.
- Work with auditors to ensure that annual accounts are prepared in a timely fashion and that good working practises are applied to ensure compliance with governance and policies.

The duties may have to be varied (after discussion with the post holder) subject to the needs of the Trust and in keeping with the general profile of the post. The post holder will be expected to adopt a flexible attitude to these duties to take account of the nature of the organisation as it develops.

**Accountability:** To Castle Director

**Method of Assessment:** Job application, CV and interview

**Person Specification:**

- Demonstrably capable of organising and prioritising work to deal with competing workloads and deadlines
- Self-motivated with ability to work under own initiative

- Have good interpersonal skills with both suppliers and external funding bodies
- Able to build effective working relationships within and outside the Trust
- Articulate and personable
- Works well within a small team with a 'can do' attitude

**Essential Requirements:**

1. Experience of working in a similar Finance based role is absolutely essential
2. Knowledge of Sage 50 processing
3. Reliable and able to carry out tasks quickly with accuracy
4. Experience of effecting new processes
5. Experience of organising, preparing or completing financial returns to a deadline

**Desirable Requirements:**

1. The ability to communicate in both Welsh and English

**Appointment process:**

Closing date for receipt of applications: 4pm Thursday 29<sup>th</sup> of October 2020.

Application Forms to be returned to Jonathan Thomas, Cadwgan Building Preservation Trust, Cardigan Castle, Green Street, Cardigan, SA43 1JA  
or e-mailed to: [jonathan.thomas@cardigancastle.com](mailto:jonathan.thomas@cardigancastle.com)

For an informal discussion about the post please telephone Jonathan Thomas, Castle Director on 01239 615131.

Assessment of job application, CV and references is included in the recruitment process.

Interviews and presentation to be held in Cardigan.

Interviews of shortlisted candidates to be conducted week commencing 2<sup>nd</sup> of November 2020.

Post to commence as soon as possible with handover from incumbent.