

Job Description

Finance Assistant

Part Time, Permanent Contract



About Borde Hill Garden

Borde Hill (BH) is a registered charity and a Grade II* listed English Heritage Garden set within 380 acres of parkland and woodland in an Area of Outstanding Natural Beauty. Created in the early 1900s with plants gathered by the great plant hunters from their travels to the Himalayas, China, Burma, Tasmania and the Andes, it contains 78 champion trees and over 8,000 trees and shrubs listed by the Royal Botanic Gardens Kew.

Borde Hill features one of the best private collections of champion trees in Britain and one of the most comprehensive collections of trees and shrubs in the world. The Garden today offers a high level of visitor interest and has become extremely popular, with 70,000 visitors each season, offering the wellbeing benefits of being in the open air, immersed in the beauty of nature.

The Stephenson Clarke family have been custodians of Borde Hill for five generations, and are at a stage of generational change that will see investment, new energy, opportunities and ideas aimed at broadening our visitor demographic and ensuring Borde Hill is sustainable for future generations.

You will be employed by Borde Hill Events Ltd, which provides the necessary services to Borde Hill Garden Ltd to meet its charitable purposes and to maintain and enhance the heritage collection of trees and plants.

Our Team

We have a small, friendly, hard-working team and the office can be particularly busy and noisy at times as it is located next to visitor reception. Being a small team it is crucial that you are happy to work on your own initiative, but also collaboratively, stepping outside of your own role to help others as needed.

You and Your Role

We are looking for an experienced bookkeeper to process invoices and payments, assist with bank reconciliations and maintain the direct debit system, supporting the part-time Accountant. You must be highly organized and numerate, with strong attention to detail. Main duties will include:

- Processing purchase invoices and payments
- Processing sales invoices and receipts
- Checking company bank statements and reconciling
- Processing membership direct debit requests and renewals
- Data entry and reporting using Microsoft Excel
- Updating and maintaining supplier and customer information
- Liaising with customers and suppliers by telephone and email
- Ad-hoc office admin, including some scanning, copying and filing

Salary:

£12 per hour, depending on experience

Hours:

Part-time, working 7 hours per week with flexibility to do more hours as needed

Holiday entitlement:

28 days inclusive of Bank Holidays (pro-rata)

To apply: email your CV and covering letter to:

manager@bordehill.co.uk

If you are in employment, please include your current notice period.

Closing date:

4th January 2022

Our location:

Borde Hill Garden
Haywards Heath
West Sussex
RH16 1XP

01444 450326

www.bordehill.co.uk

Borde Hill Events Ltd. VAT 587552886 company 2589059. Borde Hill Garden Ltd, Charity No. 246589 VAT 684555789 Company 867120. Registered office for both companies: 71 Queen Victoria St, London EC4V 4BE

Role Profile

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Scope of the role

Reports to: Accountant / Executive Manager in the absence of Accountant

Line Management: None

Budget: No direct budgetary responsibility

Area of impact: Responsible for the financial processes for both Borde Hill Garden Ltd and Borde Hill Events Ltd, supporting the Executive Manager and Accountant.

Nature of impact: Works within defined financial processes; able to use own initiative, time management and organisational skills on a day-to-day basis.

Knowledge, skills and experience needed

(Please provide evidence in your Covering Letter and CV)

The successful candidate will be an experienced bookkeeper with the following skills and experience:

- 2 years+ bookkeeping experience
- Highly organised and used to juggling workloads
- Methodical and highly accurate
- Proactive, showing initiative and able to pick up new tasks and systems easily
- Good problem-solving skills
- Excellent Excel skills
- Knowledge of Landmark Key Prime and Merac EPOS systems an advantage, but not essential for interview (will be essential once trained and in post)
- Good verbal and written English
- Good at building effective relationships with colleagues and customers
- A confident telephone manner
- Strong commercial awareness
- An interest in the heritage sector
- Comply with the Garden's procedures, including Financial, H&S, Equality and Diversity

Applicants should note that in December 2022 the role details and duties will be reviewed to align with the evolving business needs, and that your employment contract may need adjusting accordingly.

We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation, or age.