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| Job title: | Accounts Assistant | Position type:*(E.G. full-time, part-time, permanent, seasonal)* | Full Time 37.5 hours per week |
| Department: | Accounts | Hybrid working? | Yes – after initial familiarisation |
| Location: | Beaulieu Head Office(John Montagu Building) | Driving licence required? | Yes |
| Salary range: | £28k | Start date: | ASAP |
| Study package avail.? | Open to discussion | Date posted: | 13/8/2025 |
| Travel required? | Minimal - Occasional travel around the estate and to training courses | Application cut-off date: | 01/09/2025Interviews 09/09/2025 |

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| **Reporting lines:** |
| Report to Financial Controller with no direct reports |

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| Purpose of the role: |

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| Provide an excellent and efficient accounts assistant service to Beaulieu Enterprises. Ensure that all ledger matters of Beaulieu Enterprises are administered in accordance with the required deadlines.  |

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| Qualifications | Assessment approach |

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| AAT Level 2 | Desirable | Shortlisting |

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| Experience | Assessment approach |

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| Experience in an Accounts assistant role (or equivalent) role in a similar organisation | Essential | Shortlisting / Interview |
| Knowledge of Iplicit accounts package | Desirable | Shortlisting / Interview |
| Experience of VAT | Desirable | Shortlisting / Interview |
| Experience of a visitor attraction | Desirable | Interview |
| Experience of manging expectations of employees, suppliers and other key stakeholders | Essential | Interview |
| Experience in dealing with high volumes at a pace in a busy Accounting Team | Desirable | Shortlisting / Interview |
|  | Desirable | Shortlisting / Interview |

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| Skills | Assessment approach |

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| Excellent organisational skills and able to prioritise under pressure. | Essential | Shortlisting / Interview / Test |
| Excellent Numerical and Analytical Skills | Essential | Interview |
| Good communicator particularly with non-financial people | Essential | Shortlisting / Interview |
| Good Excel skills | Essential | Interview / Test |
| Excellent time management skills | Essential | Interview |
| Ability to work independently with a varied workload  | Essential | Interview |

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| Knowledge and understanding | Assessment approach |

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| Working knowledge of VAT | Desirable | Interview |

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| Attributes | Assessment approach |

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| Integrity and discretion  | Essential | Interview |
| Independence and Initiative must be a ‘self starter’  | Essential | Interview |
| Problem solving skills | Essential | Interview |
| Ability to work in a varied team | Essential | Interview |
| Positive ‘can do’ attitude | Essential | Interview |

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| Job description |
| **Responsible to:** Financial Controller**Background:**The BEL Finance Department provides services to all of the entities at Beaulieu. A full accounting (and Company Secretarial) service is provided to the following entities:\* Beaulieu Enterprises Limited (BEL)\* National Motor Museum Trust Limited (NMMT)\* National Motor Museum Trading Limited (NMML)\* Countryside Education Trust (CET)\* Vintage Tyre Supplies Limited (VTS)\* The Owners (Lord and Lady Montagu)\* Beaulieu Chattels Partnership (BCP)\* Beaulieu Settled EstateThe above are inter-related but are not under common ownership. There are four Limited companies, two charities and two private estates. These straddle three different financial and legal regimes.**Key responsibilities:**The main duties of the Accounts Assistant are:* Run the purchase ledger of Beaulieu Enterprises and process the bi-weekly payment runs (payable on or around 14th and 28th of each month)
* Run the sales ledger of Beaulieu Enterprises and ensure that all monthly invoices are sent out in a timely manner
* Manage and maintain the cash book within the Iplicit Accounts System and ensure that the bank accounts are updated on a daily basis
* Reconcile the bank accounts on a monthly basis
* Reconcile supplier statements and resolve any queries
* Support the preparation of monthly management accounts by ensuring that the ledgers are closed in accordance with the close down timetable
* Maintain accurate financial records and assist with filing of documentation
* Help ensure compliance with Beaulieu’s internal controls and financial procedures
* Liaise with internal departments regarding coding and processing of purchase invoices
* Provide general administrative support to the finance team
* Assist with ad-hoc finance projects and year end audit preparation
* Anything else that could reasonably be expected of the post holder
* The role will also provide internal cover for absences.
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| Reviewed by: | Lisa Gridley  | Date: | 12/8/2025 |
| Approved by: | Dean Daniels | Date: | 12/08/2025 |
| Last updated by: | Lisa Gridley | Date/Time: | 12/8/2025 16:00 hrs |