



Assistant Accountant, Scone Palace & Estate

Scone Estate is a 400-year-old family business situated in the heart of rural Perthshire. Committed to protecting and enhancing the natural, cultural, and economic environment, we are a forward-thinking diversified rural business comprising Farming, Forestry, Fishing, Property and Tourism enterprises. At the centre of the Estate is historic Scone Palace and Gardens, a 5-star rated heritage attraction.

We are seeking an Assistant Accountant. The role will encompass sales and purchase ledger processing, credit control, bank reconciliations, VAT returns, preparing journals and handling general finance-related admin as required.

About you

The successful candidate will be able to demonstrate strong accounts experience or knowledge, current and relevant IT skills, previous experience of Sage 200 is desirable. The Finance Department comprises a small team and good communication skills are essential as it the ability to work to tight deadlines and to work with confidentiality in mind. You will have great attention to detail and a positive, pro-active approach, displaying professionalism.

What we can offer

The opportunity to work in a unique and varied environment where no two days are the same. The company provides ongoing training, pension scheme, 34 days paid holiday and membership of our Staff Benefits Scheme which gives access to discounts in our Retail Stores and Coffee Shop, free friends access to the Palace, discounts on self-catering accommodation, and much more.

To apply please download an application form and detailed job description via our website www.scone-palace.co.uk and return to anne@scone-palace.co.uk

Scone Palace, Perth, PH2 6BD

Job Description

Assistant Accountant, Scone Palace & Estate

Job Title:	Assistant Accountant	Responsible to:	Financial Controller
<p>Main purpose of job: To support the organisation through providing accurate and timely financial and management information in an efficient manner.</p>			
<p>Responsibilities include:</p> <ul style="list-style-type: none"> - Processing of transactions relating to Purchase Ledger, Sales Ledger and Nominal Ledger - Credit Control - Processing of Payments and Receipts - Assist with VAT Returns – preparation and completion in accordance with legislation and deadlines - Assist with bank reconciliations inc. petty cash - Supplier statement reconciliations - Processing departmental recharges - Assist with stock control - Assist with Control Account reconciliations - Assist with processing takings - cash counting/banking - Assist with preparation of management reports and KPIs - Processing credit card transactions - Assist with the maintenance of the fixed asset register, including depreciation and capex - Ad hoc financial and administrative duties as required - Provide holiday and absence cover as required for other members of Finance team - To carry out any other reasonable tasks as required by the Mansfield Family and Management Team 			

This job description is a guide to the nature of the work required, it is not wholly comprehensive or restrictive

May 2025

Person Specification

Assistant Accountant, Scone Palace & Estate

FACTOR	ESSENTIAL (E) Or DESIRABLE (D)
QUALIFICATIONS Educated to HND/degree level or equivalent	D
EXPERIENCE Working at a similar level in an accounting environment Experience of landed estates	D D
KNOWLEDGE A good understanding of payment deadlines and month end deadlines and routines A good understanding of managing purchase and sales ledgers A good working knowledge of VAT and partial exemption Understanding of payroll systems and pensions	D D D D
SKILLS AND ABILITIES Must be computer literate and have extensive knowledge of Microsoft Packages with an advanced understanding of Microsoft Excel spreadsheets Knowledge and experience of Sage 200 Accounts package Knowledge and experience of EPoS systems Knowledge of Property Management system	E D D D
PERSONAL QUALITIES Maintain a high standard of punctuality and professionalism Ability to establish and maintain positive relationships with staff, suppliers, customers and others Keen attention to detail and well organized and able to co-ordinate a range of activities Able to prioritise and deliver to tight timescales Able to work on own initiative in a pro-active matter A willingness to undertake all necessary training for the role including required CPD Commitment to delivering the highest standards of service for the wider business A flexible and adaptive manner as assistance with other ad hoc duties may be required The ability to work efficiently in a busy environment	E E E E E E E E