

# R A B Y

## Job Description

<b>Job Title:</b>	Accounts Administrator
<b>Responsible to:</b>	Finance Manager
<b>Hours:</b>	37.5 hours per week, term 9 months to cover maternity leave with potential for a permanent position depending on department circumstances.
<b>Location:</b>	Raby Estate Office, Staindrop, Co. Durham
<b>Salary:</b>	Up to £28,000 per annum depending on knowledge and experience
<b>Job Ref:</b>	VA176-2025

### Overview

**The Raby Estate** comprises landholdings and trading operations in County Durham and Shropshire that are owned by Lord Barnard. The Raby Estate business operations include in-house farms, let farms and residential property, visitor attractions and sporting enterprises across three Estates in Co. Durham and Shropshire

Raby Castle near Staindrop has been the home of the Vane family for generations and is open to visitors. Raby Estates has an exciting expansion of the visitor attraction at Raby Castle, Park and Gardens, looking to become one of the foremost visitor attractions in the North East, bringing jobs and economic benefits across the county, and restoring its historic buildings for future generations to enjoy. We also have visitor attractions at High Force Hotel and Waterfall in Upper Teesdale and The Wrekin in Shropshire.

The new developments will support the Estate's ambition to share its rich and varied history with a wider audience, support ongoing maintenance and continue its vital programme of conservation.

### The Role

The Estate is undergoing a period of change in processes, size and scope of works to support the continued investment and redevelopment projects. The Accounts Administrator is required for maternity cover and will be a key member of the Finance Team and support in managing the day to day financial activity required to run a growing business. The role will have a broad range of responsibilities that include a focus on accounts payable/receivable processing as well as supporting the wider finance team with new projects and process improvements.

- Processing of purchase ledger invoices within the AP system
- Raising sales invoices
- Processing timesheets for payroll
- Posting income journals
- Ad hoc tasks as required by Finance Manager.

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## **What we need to see:**

- Experience in a multi-site/entity company desirable
- Ability to communicate with all levels of the business.
- Effective use of Microsoft Excel including pivot tables, vlookup's and queries
- A flexible approach to duties undertaken and the ability to work within a team or on own initiative as required.

## **Qualifications**

AAT level 3+ or qualified by experience.