

## Castle Finance Assistant for Blair Castle

Part time role:

21 hours per week – can be worked over 3 days per week or spread over 4 or 5 days per week.

### Duties of the role

#### Castle Finance

- Responsible for the accurate processing and reconciliation of revenue transactions across visitor admissions, group bookings, catering operations, and retail sales.
- Sales and admissions reconciliations from ticketing systems to financial systems.
- Function and event income invoicing.
- Bank account reconciliations of sales and admission income.
- Setting up, monitoring and improving processes in relation to ticketing and till systems.
- Month End reports on forward bookings, Gift Aid metrics and other financial and non financial measures.
- Management and control of cash ordering and float management for the castle operations.

#### Payroll Administration

- Payroll administration for the castle seasonal team. This includes –
  - Monitoring the use Deputy to ensure contracts are uploaded for new staff and staff details are set up correctly on the software.
  - Ensure all timesheets are approved by managers ahead of payroll processing deadlines.
  - Prepare month end reports for submission to the payroll bureau for processing.

#### Other Duties

- Maintaining good working relationships and communicating effectively and professionally with the Castle reception, ticketing and housekeeping teams as well as across the Estate more generally.
- Support and cover for other areas of the finance function when required.
- Ad hoc finance duties as required.

## Skills & Experience

### Essential

- High level of accuracy and attention to detail
- Good attention to detail, organised and strong time management skills
- Strong numeracy skills
- Ability to work independently while remaining a key contributor to the wider finance department
- Excellent communication skills

### Desirable

- Knowledge of basic bookkeeping and accounts processes
- Knowledge of payroll and timesheets
- Experience using Xero, Zettle and Deputy
- Good Excel skills

