



Accounts Officer



*Accounts Department
Reepham*



A little bit about The *Original Cottage Company*...

Set up by *Richard & Lesley Ellis*, Norfolk Country Cottages commenced trading in January 1992 from the *family kitchen table*. Since then, with *enthusiastic organic growth* and *judicious acquisitions*, we have grown to be the largest *family-owned, independent* holiday cottage company in the country, known collectively as *The Original Cottage Company*.

Having our local teams means we can give that local, personal touch to our homeowners and holidaymakers alike. Being part of a bigger family means we can also offer more professional marketing, IT and accounts services than would not be possible with a smaller company. We believe this gives the best of both worlds and is unique in our industry.

Our big competitors think we are crazy for having so many offices and staff, and our small competitors dream of having the expertise that we can offer. This is the reason we have grown every year since 1992.

We foster universally high standards and take a strongly ethical approach when dealing with our employees. We believe in playing to people's strengths and are proud of our reputation for flexibility and fairness as an employer, providing a professional, innovative and fun place to work. This is reflected in the fact that many of our employees are long-serving and thus very experienced.

As an award-winning employer, we take delight in seeing our employees develop and grow within the business. We are proud to be a true family business with a strong set of values which guide and inform the way we work. We are:

- *Family* owned
- *Local*
- *Friendly*
- *Reliable*
- *Honest*
- *Customer* focused
- *Innovative*
- *Flexible*
- *Progressive*
- *Fun*

Job Description - What's the job *all about* then?



Overview

To ensure our company's significant growth aspirations are achieved we are seeking an energetic & focussed accounts team member with commitment to the role. You will need to demonstrate an eye for detail, be enthusiastic and focused on a career in finance.

This would suit someone with a positive attitude and a can-do approach who is willing to learn and looking to develop themselves, or someone who has already started that journey, full training will be provided.

Location: The Original Cottage Company, Bank House, Market Place, Reepham with flexible home working.

Occasional travel to other parts of the UK including the Regions within the group and other destinations may be required.

Responsibilities & Tasks

- Compiling and completing the monthly homeowner payment runs, ensuring that homeowners are paid accurately and on time.
- Developing systems, process and practices within accounts and financial controls with The Original Cottage Company. With particular emphasis on the homeowner run arrangements.
- Compiling accurate and timely monthly management accounts information with all that this entails – requires a very good working knowledge of Excel spreadsheets and Sage 200.
- Completing monthly reconciliations.
- Basic knowledge of VAT to ensure we are recording the correct information with regards to preparing our VAT returns for submission to HMR&C.
- Analysis of aspects of the business as and when required.
- Maintaining strong relationships with customers and suppliers both internally and externally, dealing with any queries that may arise.
- Contributing to the development and implementation of technological solutions to improve efficiency and/or capacity.
- Contribute to team effort by accomplishing related results as needed.
- Any reasonable duties that the company may require from time to time.



“It is refreshing and rewarding to be employed by a business which encourages the importance and value of ‘local’, bringing great support to the local businesses and the community”

Carol, Best of Brighton

Person Specification - Our perfect candidate...

Our perfect candidate has a positive, can-do, energetic, passionate approach to achieving results. You would have an eye for detail, be enthusiastic and focused on a career in finance.

Training will be given on all parts of the position, but previous experience in a busy accounts office is essential along with a working knowledge of Sage Line 50 or Sage 200 and an advanced level of Excel.

You will need to have strong analytical skills, be a confident communicator, be adaptable and resourceful along with the ability to work to tight deadlines, meet targets and to build strong working relationships.

Essential Skills

Skills/Qualifications

- Excellent communication skills, both written and oral.
- Good administration skills with great attention to detail.
- The ability to work well under pressure and meet tight deadlines.
- Reliable, honest and above all able to be discrete and uphold confidentiality.
- Sound judgement and decision-making abilities.
- Flexible and responsive with the ability to prioritise and manage time and workload.
- The ability to handle difficulties with patience and good sense.
- Organised and methodical with ability to multi-task across several projects.
- The ability to interpret data and draw the correct inferences from it.
- A good general standard of education including A-C GCSE (or equivalent) in English and Mathematics.



- Previous accounts experience, with a demonstrable skill in bookkeeping.
- Confident in using Microsoft Office suite including Outlook, Word, and an advanced level of Excel as well as Google workspace applications.

Desirable Skills

Skills/Qualifications

- Full driving licence.
- AAT qualification would be advantageous.
- Studying towards ICAEW qualification (or equivalent).

Experience

- Experience of using Sage line 50 or Sage 200.
 - Working knowledge of UK VAT.
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The *Nitty Gritty*

We offer attractive working conditions and a very strong team working ethos in which people are encouraged to feel part of “the family”.

- The hours of work will be 37.5 hours a week Monday to Friday.
 - A competitive rate of pay is offered, depending on experience.
 - 22 days holiday a year (plus bank holidays) and nobody works on their birthday! The longer you work with us then the better holiday and conditions you receive – we value longevity and loyalty.
 - We operate a company contributory pension scheme.
 - In a steadily growing company such as this, the career opportunities are there for further advancement into any part of the business – promoting from within being a major part of our business philosophy and values.
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Interested? This is how to apply...



Please send a CV and covering letter (this is important to us) with a little bit about you and why the job appeals to you. This should be addressed to Michelle Pooley, Company Accountant and sent to us using the contact details below. The closing date is 9th August 2021 but do not delay as we encourage early applications. We look forward to hearing from you soon.

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Office Address

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Website

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