



Job Title:	Assistant Accountant
Department:	Finance
Base Location:	Tewkesbury
Hours:	22.5 hours per week (3 days – usually Tuesday, Wednesday, Thursday)
Relationships:	Finance Team colleagues, External customers & suppliers
Responsible to:	Financial Accountant

The Team Cotteswold Purpose:

Being at the heart of a responsible and sustainable dairy community

JOB DESCRIPTION

Overview of the role:

To have full responsibility for the accounting for Workman Properties Ltd and to assist with tasks in Cotteswold Dairy Ltd as described below and other tasks as may arise from time to time.

Main Duties & Responsibilities:

Workman Properties Ltd:

- Post bank receipts and payments and reconcile bank on Sage at least weekly.
- Raise sales invoices for tenant rents payable and other ad hoc charges and take responsibility for debt collection.
- Maintain a schedule of rental income that tallies with turnover in the accounts.
- Maintain permanent information regarding tenants and their leases, especially in connection with rent reviews and lease expiry dates.
- Prepare prepayments and accruals at month end
- Balance intercompany between WPL and CDL at month end, posting any required entries in WPL and CDL.
- Ensure full balance sheet reconciliations are completed each month with suitable supporting information.

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Cotteswold Dairy



- Produce final trial balance at month end for inclusion in group management accounts.
- Maintain Director's schedule and reconcile to the TB.
- Prepare intercompany annual rent invoices and calculate.
- Check and post quarterly bad debt.
- Assist with annual audit requirements
- Occasional adhoc tasks as requested.

Cotteswold Dairy Ltd:

- Farmer Milk Intake tickets - transfer data from milk slips to MAPS system and milk purchasing spreadsheet
- Supplier statement reconciliations using automated process.
- Raise sundry sales invoices on Sage for monthly electricity recharges, any sales of scrap and all other ad hoc sales invoices.
- Credit control for CDL Sage sales ledger.
- Any other tasks as may be requested from time to time.
- Post CDL expenses weekly, including setting up new expense accounts on Purchase ledger
- Upload purchase ledger BACS files to be loaded to the bank.
- Occasional adhoc tasks as requested.

Skills (Desirable):

- Attention to detail, numerate, accurate
- Works well in a team; always willing to help colleagues
- Able to demonstrate initiative and understanding of own work
- AAT level 3 or 4 preferred
- Good IT skills (Excel & Word) – Sage 200 would be a benefit

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Registered in England No. 447327