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| <b>Job Title:</b> Assistant Management Accountant (Parental Leave Cover)   |  |
| <b>Managed by:</b> Head of Finance   |  |
| <b>Department:</b> Finance   | <b>Location:</b> Waddesdon Manor   |
| <b>Salary:</b> £20,000 – £22,000 per year (FTE 30,000 – £33,000 per annum)   | <b>Contract Type:</b> 8 Months Fixed-Term (subject to discussion), Full-time |
| <b>Hours:</b> A minimum of 37.5 hours per week (exclusive of breaks) Monday to Friday. Occasional weekend and evening work will be required, for which time will be taken in lieu. |  |

### **The Role:**

We are seeking an experienced Assistant Management Accountant to be an integral part of the Finance team at the Rothschild Foundation on a one-year fixed term basis.

The Finance Department services the Rothschild Foundation (RF), Rothschild Foundation Waddesdon (RFW), Rothschild Foundation Property (RFP), Rothschild Foundation Grants (RFG), the trading companies Rothschild Waddesdon Ltd (RWL), Rothschild Waddesdon Ltd Hospitality (RWLH). The Accounts department form part of the RF 'Shared Services' division and are employed solely by the Rothschild Foundation.

### **What you will do:**

The Assistant Management Accountant will support the Finance team in maintaining accurate financial records, ensuring compliance with charity accounting regulations, and assisting with timely financial reporting.

### **Key Responsibilities include but are not limited to:**

#### **Financial Processing & Controls**

- Process purchase invoices, sales invoices, credit notes, and journals accurately and in a timely manner
- Process fortnightly BACS runs to pay outstanding invoices

- Maintain purchase and sales ledgers, ensuring correct coding to projects and cost centres
- Reconcile supplier statements and resolve queries
- Perform regular bank, cash, and control account reconciliations
- Support compliance with internal financial controls and procedures

### **Month-End & Reporting**

- Assist with month-end close processes
- Assist with preparation of accruals, prepayments, and balance sheet reconciliations, particularly the takings control accounts on a monthly basis
- Download and distribute RFW and RWL credit cards for processing and posting to Sage
- Undertake a monthly inter-company reconciliation between purchase and sales ledgers
- Managing inter-company recharges
- Support the preparation of monthly management accounts
- Maintain accurate supporting schedules for audit and reporting
- Any other ad-hoc accounting tasks as required by the department

### **Payroll & Expenses (where applicable)**

- Assist as required with payroll processing and payroll reconciliations
- Review and process staff expense claims in line with charity policies

### **Systems & Process Improvement**

- Use and maintain finance systems and spreadsheets accurately
- Support colleagues across the organisation with finance-related queries
- Assist with improvements to finance processes and procedures
- Assist with data collection and data analysis

### **You will be a great fit if:**

You are a highly organised individual, who can rely on your analytical abilities and methodical approach to support the Finance team. It is important that you can communicate well with a range of staff and suppliers, and ensure that you remain compliant with internal and external financial controls and procedures.

## Your areas of knowledge and expertise that matter for this role:

- Studying towards or qualified in **AAT**, or working towards **ACCA / CIMA**
- Experience in a finance or accounts role
- Understanding of basic accounting principles
- Strong attention to detail and accuracy
- Good Excel skills (e.g. reconciliations, formulas)
- Ability to manage workload and meet deadlines
- Methodical and well organised
- Trustworthy and discreet with confidential information
- Strong communication skills
- Proactive and willing to learn
- Commitment to the values and mission of the charity
- Experience working in a **charity or not-for-profit organisation**
- Experience with accounting software (e.g. Sage 200, Paperless)

## Additional Requirements:

This position may require a basic or enhanced Disclosure and Barring Service (DBS) check to uphold the safety and security of all our guests, staff and volunteers.

## Rewards for working with us:

- We are proud of where we work and want to share Waddesdon Manor with family and friends by offering a number of complimentary tickets to the house and grounds.
- **Waddesdon Discounts** – 50% discount in the food-to-go outlets at the Manor. 20% in the Manor gift shop and restaurant, Stables Café, Five Arrows Hotel, and The Bow Pub. 20% discount on special event tickets made available to staff.
- **Staff Card** – A National Trust staff card entitles two adults and children under 18 years of age free admission to all National Trust properties and 20% discount in NT retail and catering outlets.
- **Annual Leave** – On starting with us, you will receive 25 days annual leave per year plus 8 public holidays pro-rata. Stay with us for 3 years and this rises to 28 days, 30 days after five years and 32 days after 10 years.
- **Sick pay** – If you become ill, one week of sick pay during your first 3 months. This rises to a maximum of 3 months full pay within a rolling 12-month period. After four years you also receive a further 3 months at half pay in the rolling 12-month period.

- **Pension** – We will top up your pension by matching any contribution you make, up to 10% of your basic salary.
- **Income Protection** – on completing one year of continuous service, income protection may be available at 50% of basic salary for a maximum of 5 years.
- **Life Assurance** – a lump sum of 4 times basically annual salary is payable upon death in service.
- **Long Service Awards** – every 5 years of service, you are invited to a celebration to recognise your contribution to the organisation. A cash sum is awarded as a thank you.
- **Mental Health and Wellbeing Support** – access to a wellbeing platform and fully funded 1:1 counselling service.
- **Enhanced Maternity Pay** – after 12 months of continuous service, you can choose 13 weeks of maternity leave at full pay followed by 26 weeks statutory pay.
- **Enhanced Paternity Pay** – after 12 months of continuous service, you may take 3 months of paternity leave at full pay.
- **Eye Care** – eye care vouchers for employees who are DSE users.
- **Flu Jabs** – free flu jabs in October.
- **Travel** – Cycle to Work Scheme, Season Ticket Loan for train or bus, Octopus Electric Vehicle Scheme.
- **Deposit Loan Scheme** – financial support to go towards a private rental deposit.
- **Access to Perk at Work** – access to exclusive discounts from hundreds of retailers, and up to 55% off cinema tickets.
- **Memberships** – 20% discount on new Nuffield gym memberships. 15% off Hartwell Spa Memberships and treatments, and 15% off food in the restaurant.

## Workplace adjustments

We work closely with employees to help them work at their best, including making adjustments such as flexible working, compressed hours, providing equipment or changes to the workplace, where possible.

## EDI

At the Rothschild Foundation, we place Equality, Inclusion and Diversity at the core of our values. We strive to be an organisation that actively addresses inequality and prejudice while fostering a truly anti-racist culture. Our approach is centered on meaningful and equitable support and development for you and others throughout your time with us. We are committed to providing an environment free from discrimination, where every team member feels valued, respected and has a true sense of belonging.

## Application

The vacancy advert may be taken down from job boards earlier than the stated deadline if a high standard of applications is received.

We welcome applications from everyone and particularly encourage applications from people from an ethnic minority background, and people with a disability to help us achieve a balanced representation in our workforce, especially at senior grades.

To reduce bias in our shortlisting process, we operate an anonymised application process. All candidates invited to interview have the opportunity to request adjustments to the recruitment process when scheduling your interview, for example accessible parking, communication support or breaks.

To apply, **please send a current CV and covering letter** explaining how your experience and skills match those outlined above to [application@waddesdon.org.uk](mailto:application@waddesdon.org.uk).

**Closing Date:** Ongoing. The vacancy may be taken down from jobs boards when we see fit if a high standard of applications is received.

**Interview Date:** TBC

If you apply for this role and are selected to interview, here is what you can expect:

- Round 1: In-person interview with Head of Finance and Management Accountant
- Round 2: In-person interview with Head of Finance and Chief Financial Officer