

Accounts Assistant

Salary: £18,000 - £20,000 depending on experience (pro rata) + a range of attractive benefits

Hours: Full Time (37.50 hours per week)

We currently have an exciting vacancy for an Accounts Assistant to join our Finance team working closely with our Head of Finance in all aspects of the charity's finances.

Dartmoor Zoo is set in 33 acres of beautiful wooded countryside on the edge of Dartmoor and is home of the Hollywood Film "We Bought a Zoo", based on the book written by Benjamin Mee. The Zoo became a charity in 2014 (Dartmoor Zoological Society).

Dartmoor Zoological Society aims to promote the conservation, care and breeding of wildlife and endangered species, encouraging and developing public interest in and awareness of the importance of ensuring the survival of species and the diversity of life. We aims to raise awareness and funds for animal conservation, welfare and education projects and to support conservation in the wild.

The Accounts Assistant Role:

- Assist in the preparation of monthly management accounts, budgets, cash flow forecasting and future project planning.
- Processing and maintenance of the purchase and sales ledgers.
- Recording and reconciliation of cash transactions.
- Reconciliation of customer and supplier accounts.
- Answering queries in person, by email and on the telephone from suppliers and customers and staff from other departments to provide an effective and efficient service.
- Using Xero and Excel in an efficient way to reconcile and assist with the activities of the Finance team, including administration.
- Complete relevant administrative tasks such as scanning, filing and email inbox management to improve efficiencies.

Our ideal candidate for this Accounts Assistant role will have:

- AAT Level 3 qualification or above.
- Previous experience using Xero.
- Have excellent organisational and communication skills.
- Be highly IT literate in the use of Microsoft Office.
- Have an eye for detail to accurately record and input data.

Additional Duties

It is the nature of work within Dartmoor Zoological Society that tasks and responsibilities are in many circumstances unpredictable and varied. All employees, therefore, are expected to work flexibly when the occasion arises so that tasks that are not specifically covered in their job description are undertaken. These additional duties will normally be to cover unforeseen circumstances or changes in work and will normally be compatible with the regular type of work. If the additional responsibility or task becomes a regular or frequent part of the employee's work, it will be included in the job description in consultation with the post holder.