

WILTON ESTATE

ESTATE ACCOUNTANT – JOB DESCRIPTION

Primary Role

To be responsible for the day-to-day financial management of the estate in conjunction with the resident agent.

Main responsibilities

- Ensuring, in conjunction with the other estate office staff, that income due to the estate is collected on time and that expenditure (including wages and salaries) is paid correctly.
- Ensuring that the accounting records of all the entities which comprise the Wilton Estate are properly maintained
- Management of the estate's accounts team, including overseeing responsibilities delegated to other members of the team; such as
 - o Property income
 - o Tourism income
 - o Other income
 - o Purchase ledgers
 - o Payroll
- Preparing management accounts for all estate entities at agreed intervals
- Preparing budgets and cashflow forecasts for all the entities; monitoring performance against budget; reporting on variances and initiating remedial action as appropriate.
- Daily monitoring of cash flows
- Liaising with the estate's bankers as required
- Preparation of draft statutory accounts for all entities including liaising with the external accountants, providing information for the audits and ensuring the required statutory submissions are made.
- Preparing draft corporate, trust and personal tax returns
- Preparation and submission of VAT returns for all VAT-registered entities including partial exemption calculations where applicable
- Liaising with the estate's investment managers and providing reports as necessary
- Dealing with submissions to Companies House, the Charity Commission and other statutory bodies as required
- Provision of ad hoc reports and analysis as requested
- Management of the estate's IT systems in conjunction with the external IT consultants