



Senior Bookkeeper / Inventory Accounts

Salary - £27,500 - £32,000 pa DoE, depending on experience

37 hours per week (Monday to Friday) on-site, based at Occombe Farm

Permanent

Torbay Coast & Countryside Trust (TCCT), is an independent charity dedicated to looking after the most important wildlife and heritage sites across the English Riviera in Torbay, South Devon. The Trust's ambitious £2 million investment plans for Occombe Farm include a farm animal attraction, indoor and outdoor play facilities, a large farm shop and catering outlets.

We have an exciting opportunity for an experienced Bookkeeper / Assistant Management Accountant with Inventory experience to support the Group Financial Controller in shaping our Finance and Purchasing Systems & Processes to provide accurate and timely Management Accounts.

A role for someone who is:

- **Tenacious** – able to see tasks through to completion.
- **Systems savvy** – Very familiar with all Xero functions and inventory management (Vennersys experience ideal). You will become the Inventory Lead, to ensure we get timely Cost of Sales and inventory data.
- **Accurate** with a keen eye for detail where Ok just isn't good enough.
- **Inquisitive** – someone who loves not only interrogating the data to provide margin analysis, stock and buying patterns, but collaborating with the Purchasing team to ensure best prices are achieved for all of our stakeholders.
- **Can do attitude** – to support all Trust and Enterprise Departments
- **Hands on** – to lead and assist in Stock Takes in the various depts at Occombe Farm. We stock a wonderful range of products so it's really no chore.
- **Solution focused** – with any change there is also challenges and you will be helping to find ways to smooth those out.
- **Agile** – Vennersys is a new system and not a one size fits all so will be evolving with the organization.

In addition to all things Inventory, you will support in monthly Management Accounts preparation with accrual, prepayment and inter-company postings, reconciliation of key Xero accounts and general finance tasks.

Most importantly, to come to work for Torbay Coast & Countryside Trust with a smile and desire to get stuck in and make a difference.



Torbay Coast & Countryside Enterprises

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www.countryside-trust.org.uk

To apply for the position please visit our recruitment page (<https://www.countryside-trust.org.uk/vacancies/>) where you will find the job description.

Send a copy of your CV and covering letter to: jobs@countryside-trust.org.uk

Torbay Coast and Countryside Trust is a charity (1077561) who is actively committed to embracing diversity. We particularly welcome applicants from areas under-represented within our workforce.