



Job Description

Accountant

Part time role

Borde Hill, Haywards Heath, West Sussex. RH16 1XP

About Borde Hill Garden

Borde Hill (BH) is a magnificent Grade II* English Heritage listed Garden set within 383 acres of Parkland and Woodland.

Created in the early 1900's with plants gathered by the great plant hunters from their travels to the Himalayas, China, Burma, Tasmania, the Andes and North America, the Estate contains over 70 champion trees and 8,000 trees and shrubs listed by the Royal Botanic Gardens Kew. In addition to the living collection, Borde Hill also has an extensive plant archive which allows us to better understand the plant collection and social history to engage our visitors about 'the world in one garden'.

The Stephenson Clarke family have been custodians of Borde Hill for five generations, and are at a stage of generational change that is seeing new energy, opportunities and ideas aimed at broadening our visitor demographic and ensuring Borde Hill is sustainable for future generations. This includes new business initiatives of field to fork dining and the restoration of our walled kitchen garden, a biodynamic market garden and a rejuvenated family parkland offering with improved infrastructure, better horticultural interpretation and plant management, with a focus on climate change.

You and Your Role

We are looking for an experienced part-time Accountant to manage the accounting processes for Borde Hill, supported by a part-time Finance Assistant. Your main duties will include:

- Bank reconciliations and management of accounts in Xero for 3 Borde Hill businesses
- Month end processes, including accruals and prepayments
- Monthly balance sheet review and reconciliations.
- Maintenance of fixed asset register, and depreciation postings
- Accounting for stock and performing revaluations as required.
- Monthly reporting (P&L, balance sheet, cashflow, debtors and creditors)
- Preparation of annual budgets and quarterly forecasts
- Ongoing management of cashflow across all businesses
- Manage the year end audit processes alongside our external accounting firm
- Responsibility for intercompany accounting and associated recharging
- Processing of 2 monthly payrolls and monitoring/calculation of staff annual leave allowance
- Raising of ad hoc/repeating sales invoices/debt management

In addition to the areas of direct responsibility, other duties will include:

- Developing and maintaining strong internal controls and processes
- Day-to-day management of the Finance Assistant.
- Continuous process review and improvement.

Salary:

£18,200 - £19,240 pa
(depending on experience)

Hours:

20 hours (3 days) per week (office based)

Start Date:

As soon as possible

Holiday entitlement:

28 days pro rata
(including Bank Holidays)

To apply:

email your CV & covering letter to:
manager@bordehill.co.uk

Closing date:

30th June 2025

If you are in employment, please include your current notice period.

Borde Hill
Haywards Heath
West Sussex
RH16 1XP

01444 450326
www.bordehill.co.uk

Knowledge, skills and experience needed

(Please provide evidence in your Covering Letter and CV)

Essential:

- ACA, ACCA or CIMA qualified accountant with 2 years+ relevant experience
- Strong understanding of accounting regulations and compliance
- Highly organised and used to managing workloads
- Excellent verbal and written communication skills
- Methodical and accurate
- Proactive, show initiative and have good problem-solving skills
- Comply with the Garden's procedures, including Financial, H&S, Equality and Diversity

Desirable:

- Knowledge of Access PaySuite, Xero and Merac EPOS systems an advantage but not essential for interview but essential once trained and in post
- The ability to work independently and as part of a team, building effective relationships with colleagues

Borde Hill has a Family-led small, dedicated, professional and friendly team who embody a 'one team' culture. We want everyone to feel valued and fairly rewarded for the work they do and your package includes:

- A Borde Hill annual family membership allowing free entry to the Garden and Parkland
- Discount in the Borde Hill shop and catering outlets
- Free tickets for selected events throughout the open season
- Free access at selected times to our Partner Gardens (Chelsea Physic Garden, The Newt, The Lost Gardens of Heligan and Sculpture by the Lakes)
- Free entry to selected RHS events
- Free access to our wellbeing programme
- A flexible working pattern where possible

Please note, applications without a CV and Cover Letter will not be considered.

We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.