

Job Description

Bookkeeper

Part-time role

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

About Borde Hill

We are a family-owned estate in West Sussex, renowned for our nationally important Garden and parkland, which welcomes approximately 70,000 visitors each year.

We are entering an exciting new phase of development with the transformation of our historic Victorian Stables into a major garden-led food destination opening in Spring 2026. This will include *The Pantry* (farm shop), *Edie's Kitchen* (bistro), *Restaurant Isca*, event and workshop spaces, a reimagined Walled Garden, and a biodynamic Market Garden supplying produce directly to our kitchens. These new ventures will sit alongside our existing visitor and retail operations, creating a more complex and dynamic trading environment.

As a family-run business, we value long-term stewardship, team development and community connection, and we aim to foster a joyful and supportive working environment. With multiple income streams across admissions, retail, hospitality, events and food production, we require strong and well-managed financial processes.

We are now seeking a part-time Bookkeeper to join our Finance Team, supporting the financial processes and controls, compliance and reporting for our new hospitality operations.

You and Your Role

The Bookkeeper is responsible for maintaining accurate and timely financial records across the Borde Hill Hospitality trading operations. The role supports day-to-day financial control, compliance and reporting, enabling informed decision-making as the business continues to grow.

This role requires strong attention to detail, good organisational skills and the ability to work collaboratively within a values-led, family-run estate. Main duties will include:

- Process sales, purchases, journals and bank transactions in Xero
- Maintain and reconcile nominal ledger accounts
- Process supplier invoices and raise sales invoices
- Prepare and process payment runs, perform regular bank reconciliations
- Handle payroll processing and accounting for the restaurant operation
- Produce regular financial reports, including income summaries, cost tracking and variance analysis
- Support monthly management accounts preparation
- Assist with budgeting and forecasting processes
- Provide financial information to managers to support decision-making

Salary:

£14.50-15.50 per hour depending on experience

Hours:

22.5 hours per week (3 days)

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:

6th March 2026

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:

- Proven experience in a bookkeeping or finance support role
- Strong understanding of double-entry bookkeeping principles
- Experience preparing bank reconciliations
- High level of accuracy and attention to detail
- Confident user of accounting software Xero
- Good Excel / spreadsheet skills
- Ability to manage multiple income streams and priorities
- Strong organisational and time-management skills

Desireable:

- Experience in hospitality, retail or visitor attraction environments
- Experience supporting multi-site or multi-outlet businesses
- Payroll experience
- Experience working with EPOS systems
- AAT qualification or equivalent (or working towards)

Please note that this role is office based at Borde Hill.

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 (West Dean 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.