

Job Description

Finance Assistant

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, which opened in May. This includes *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 sit alongside our existing visitor and retail operations, creating a more 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.

You and Your Role

The Finance Assistant will play an important role in supporting the day-to-day financial administration of Borde Hill. Working closely with the part-time Accountant, the postholder will ensure the accurate processing of financial transactions, maintain key financial records and support efficient financial controls across the Estate.

The role requires strong attention to detail, excellent organisational skills and the ability to work collaboratively within a values-led, family-run business. Your main duties will include:

- Processing sales invoices, purchase invoices, journals and bank transactions using Xero.
- Maintaining accurate financial records and assisting with the reconciliation of nominal ledger accounts.
- Processing supplier invoices and preparing sales invoices in a timely manner.
- Reconciling company bank accounts and credit card statements.
- Managing membership Direct Debit collections, renewals and related administration.
- Maintaining and updating supplier, customer and membership records.
- Supporting the implementation of financial controls and identifying opportunities for process improvements and cost savings.
- Assisting with ad hoc finance and administrative tasks to support the wider business and operational teams.

Salary:

£13-14 per hour
depending on experience

Hours:

18 hours per week
(3 days) 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:
accounts@bordehill.co.uk

Closing date:

10th July 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

- Previous experience in a finance, accounts or bookkeeping support role.
- Experience processing purchase invoices, sales invoices and bank transactions.
- Experience preparing and/or assisting with bank reconciliations.
- High level of accuracy and attention to detail.
- Confident user of accounting software, preferably Xero.
- Good Excel and spreadsheet skills.
- Strong organisational skills with the ability to prioritise workload and meet deadlines.
- Good written and verbal communication skills.
- Ability to handle confidential and sensitive information appropriately.
- A proactive, dependable and flexible approach to work.
- Ability to work collaboratively within a small team and support colleagues across the wider business.

Desirable

- Experience of Direct Debit administration and membership-based income systems.
- Experience in a hospitality, retail, leisure, visitor attraction or estate environment.
- Experience supporting a business with multiple departments or revenue streams.
- Payroll administration experience.
- Experience working with EPOS and till systems.
- An interest in gardens, heritage, tourism or rural businesses.

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.