

Atholl Estates Finance Director: Job Description

Atholl Estates is an exceptional destination offering a mix of high quality and authentic visitor experiences that include Blair Castle and Gardens and a range of outdoor activities, all amid spectacular scenery and a variety of accommodation options. We run a wide range of land based enterprises including farming, forestry, field sports and events and we offer a mixed portfolio of let properties including houses, farms, retail space and industrial space. Recently we have also moved into energy production and now run five hydro schemes. Our 2019 Forward Plan illustrates the range of our enterprises and our immediate plans for them and a copy of this is available to download from our website.

Following a retirement, we are looking for a finance director to join our senior management team, working closely with the estate's head trustees who direct policy and long-term planning and the chief executive who has over-all responsibility for operational management. The role is based at Atholl Estates Office, Blair Atholl, Perthshire.

Job Specification:

The finance director, who will be CCAB qualified or any other relevant professional accountancy body, has primary responsibility to lead the finance function, engaging with all aspects of our enterprise. Responsibility also includes financial control, accounts, legal compliance and financial reporting across the estates' group of businesses. The successful candidate will be able to manage multiple deadlines and enjoy contributing to a relaxed and professional working environment. They will take ownership of this role and will be passionate about teamwork and creating a pleasant corporate culture.

Initially, the priority will be to establish on-line banking and then move the accounts to a cloud based software system and from that develop effective reporting and financial transparency with the estates' various owners, trustees and directors. The finance director will also have to put in place systems for processing and managing MTD for all entities.

More specifically the finance director is responsible for the following:

- Accounts Team Staff Management
 - Recruitment
 - Individual structured training plans via annual appraisals
 - Monthly operations meetings
 - Annual review of staff remuneration packages
 - Monitoring of staff performance, attendance, attitude and behavior

- Preparation of Annual Accounts for five limited companies, one charitable trust, a final salary pension scheme, a family trust with three separate funds, six sole traders and two events.
- Supervise Preparation of and Agree Statutory Accounts for three limited companies, a charitable trust and a final salary pension scheme.
- Prepare Annual Budgets and Quarterly Management Accounts for one limited company, a charitable trust, a family trust with three funds and four sole traders.
- Pension Scheme Administration (in liaison with scheme administrators XPS Group)
 - Correspondence regarding transfers, retirals etc.
 - Check Annual Return prepared by Scheme Administrators
 - Complete annual renewal
 - Manage bank account, matching payments to premiums
 - Correspondence with TPR and PPF
- Insurance Administration
 - Liaising with insurance broker
 - Liaising with Heads of Department
 - Ensure covers are correct and up to date
 - Submit all claims
 - Support arrangements for repair works via Heads of Department
 - Annual review of covers and premiums
 - Arrange temporary covers
 - Allocate premiums to correct ownerships
- Inland Revenue PAYE/NI Administration for three limited companies and one sole trader under single registration
- VAT Returns
 - Supervise VAT Returns for one limited company, a charitable trust, four sole traders and a family trust.
 - Complete VAT Returns for four limited companies.
 - Receive VAT audits
- Monthly Payroll Preparation
- Cash Management
 - Manage all bank accounts within limits agreed with owners/directors/trustees/banks
- IT
 - Responsibility for correct and effective use of software covering

- Accounts
- Payroll
- Responsibility for department's use of network including
 - Compliance with network rules
 - Confidentiality
- Office Equipment Administration
- Vehicle Administration
 - In conjunction with senior management requirements and specifications, liaise with vehicle leasing companies regarding
 - Sourcing new vehicles
 - Return of vehicles
 - Insurance
 - MOT
 - Registration and licensing of owned vehicles
- Reporting
 - Financial reporting to owners, trustees, directors and senior managers as required
- Debt management
 - Regular review of debtors with senior managers to agree actions and responsibilities
- Accounts Processing
 - Ensure via effective operation and processes of accounts team
 - Processing of transactions onto accounts software
 - Payment of supplier invoices
 - Response to manager queries via income and expenditure reports
- Events Administration
 - Most significantly with regards to the horse trials and Atholl Gathering
 - Approval of financial control, most significantly around cash handling
 - Arrangement of prize money
- Project Appraisals
 - Provision of financial modelling of capital project proposals to owners, trustees, directors and senior management team
- Professional Responsibilities
 - Ensure compliance with
 - VAT Regulations
 - Inland Revenue Regulations

- Financial Reporting Standards
- Working with senior management team to develop policy and processes for compliance with:
 - Health and Safety Policies and Regulations
 - General Data Protection Regulations
 - Employment law

General

- Support financial return reporting and grant applications to government agencies
- Administration of Feed in Tariff payment registration with OFGEM and processing of Power Purchase Agreement invoices for hydro schemes.
- Participation in estate meetings and training events
- Continuing professional development
- Liaison with professional advisors including auditors, pension administrators, solicitors and HR
- Ensure effective controls over cash handling across the business
- Ensure effective tax avoidance by regular liaison with advisors and functional adherence of policies across the group businesses

Package

Along with an excellent salary to reflect the role and level of responsibility, the successful candidate will benefit from membership of a generous company pension scheme and encouragement and funding to stay at the cutting edge of their profession through subscriptions and training.

The package can optionally include the provision of housing and a vehicle.

Atholl Estates is a busy and professional but friendly organisation with strong loyalty to the organisation. The location is a beautiful part of Scotland at the southern edge of The Cairngorms National Park which offers fantastic leisure opportunities in all seasons while being connected by excellent proximity to motorway and railway networks. The area also boasts leading education and cultural facilities.