



# Green Dragon Rare Breeds Farm & Eco Centre

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## Accounts Office Manager (Maternity Cover)

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*An exciting opportunity to work for a start-up business in rural North Buckinghamshire.*

Green Dragon Eco Farm, a family-run Visitor Attraction, is looking for an experienced Accounts Office Manager to join our enthusiastic team as maternity cover. Initially part-time (24 hours per week), this role could have the potential to grow alongside the business.

### **DUTIES:**

The main responsibilities will be, but not limited to:

- Accounts - Prepare up to pre audit stage
- General day to day Bookkeeping
- Provide Management Accounting information to Directors
- Cash Flow Forecasting
- Payments to Suppliers
- Bank Reconciliations
- Payroll, including staff holiday administration
- Budgeting
- VAT
- Management of one part-time bookkeeper

### **REQUIREMENTS:**

The candidate must have:

- Good knowledge of company tax issues
- Payroll Management experience
- Good communication skills
- Be competent with Sage Software(essential), Excel and Word
- General office management experience
- Ideally qualified but a highly experienced Accounts Manager would be considered

£25,000 - £28,000 per annum pro rata, depending on experience