



## **JOB DESCRIPTION**

<b>Position:</b>	Accounts Assistant
<b>Reports to:</b>	Finance Business Partner
<b>Salary:</b>	From £25,818
<b>Location:</b>	Dumfries House, Cumnock

### **The King's Foundation**

The King's Foundation is a charity founded by King Charles III and was first formed in 1990. Inspired by the vision and values of His Majesty, the Foundation focuses on creating better communities where people, places and the planet can coexist in harmony.

The charity offers education courses for over 15,000 students annually, health and wellbeing programmes for nearly 2,000 people every year, and spearheads placemaking and regeneration projects in the UK and overseas to revitalise communities and historic buildings.

The King's Foundation is headquartered at its flagship regeneration project, Dumfries House in Ayrshire, Scotland, and acts as custodian of other historic Royal sites including the Castle of Mey in Caithness, Scotland, and Highgrove Gardens in Gloucestershire, which are open to visitors. The Foundation also carries out its work at educational and cultural hubs in London, based at The King's Foundation School for Traditional Arts in Shoreditch, Trinity Buoy Wharf on the River Thames and the Garrison Chapel in Chelsea.

The work of The King's Foundation is underpinned by our Founder His Majesty The King's philosophy of harmony: that by understanding the balance, the order and the relationships between ourselves and the natural world we can create a more sustainable future. We have a diverse and inclusive workplace, creating a welcoming, safe space for everyone. This means that every member of our team can bring their whole self to work. We encourage qualified applicants from a wide range of backgrounds to apply to and join The King's Foundation and bring their valuable skills and experiences.

The Foundation is committed to the equal treatment of all current and prospective employees, including the provision of workplace adjustments. We do not tolerate discrimination based on protected characteristics (age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership) or other difference such as socio-economic background or social origin.

### **The Role:**

This is an excellent opportunity for someone at the beginning of their career looking to learn about finance, or perhaps an individual with admin or finance experience that is looking for flexible working.

The role focuses primarily on finance support for The King's Foundation and three of The King's Foundation's subsidiaries, but the successful candidate will also have the opportunity to work with



and support the wider finance team and operational teams with finance matters. Long term there is potential for career development and investment in a finance qualification.

Responsibilities include but are not limited to processing of cash, invoice processing and maintenance of the purchase ledgers for multiple entities. Training will be provided to the successful candidate as required.

### **Key Tasks**

Specific Duties will include:

- Timely and accurate data entry into the accounting system; in particular purchase invoices for The King's Foundation and its subsidiaries.
- Managing the receipt of purchase invoices to ensure they are appropriately coded and authorised in line with the finance control environment.
- Monthly credit control activities for trade creditors such as reviewing supplier statements and investigating missing invoices.
- Assisting in the maintenance and monthly review of the purchase order system.
- Posting credit card transactions.
- Cash handling and preparation of cash floats for the operational departments when required.
- Assist with ad-hoc operational and statutory audit queries as required.
- Supporting the wider finance team and function as required.

### **Person Specification**

We are looking for someone willing to work hard and have a positive attitude as part of a committed and high performing finance team.

**The essential skills, knowledge and experience required are:**

- Experience in a similar role is preferred but not essential.
- Basic understanding of VAT.
- Experience of QuickBooks accounting software is preferred but not essential.
- Proficient in Microsoft Office programs – Excel skills are preferred.
- Desire to work with figures and communicate financial information to non-financial users.
- Ability to prioritise tasks effectively.
- Strong team player, supporting both finance and non-finance colleagues, and developing good working relationships.
- Strong attention to detail.

**Other:**

- The post will be based at Dumfries House, Cumnock, KA18 2NJ.



- Your working hours will be 37.5 hours per week (5 days 9am to 5pm). We are a flexible employer and supportive of flexible working requests. We may be able to accommodate the role as a part-time position (minimum 30 hours), depending on the candidate.
- You must have the legal right to work in the UK.

**Applications:** Please submit a cover letter and CV (please note one A4 page maximum each for CV and letter) to Gordon Watson, email address: - [hr.recruitment@kings-foundation.org](mailto:hr.recruitment@kings-foundation.org) and request an application form.

**Closing date for applications: Thursday 30<sup>th</sup> of April 2026 at 5pm.**