

Accounts Person (Stud)

Job Summary:

The Accounts Person is responsible for managing the financial administration of the stud farm. This includes bookkeeping, payroll, invoicing, and maintaining accurate financial records. The role supports the Stud Manager and/or Owner in ensuring the smooth financial operation of the business and compliance with accounting and legal requirements.

Main Duties:

- Maintain accurate financial records, ledgers, and accounts for the stud.
- Manage purchase and sales ledgers, processing invoices and payments.
- Prepare payroll for staff, ensuring compliance with HMRC requirements.
- Handle billing and account management for clients (e.g. covering fees, livery charges, veterinary costs).
- Reconcile bank statements and produce monthly/quarterly reports.
- Assist with annual accounts, audits, and liaison with external accountants.
- Manage petty cash, credit control, and expenses claims.
- Ensure compliance with financial regulations and deadlines (VAT, PAYE, pensions).
- Provide financial reports to management and support budgeting processes.

Competencies (Behavioural):

- Maintains meticulous attention to detail in financial records.
- Handles sensitive financial and personal information discreetly.
- Prioritises tasks and meets strict deadlines.
- Always acts with integrity and reliability.

Core Skills:

- Understanding of stud farm operations desirable (e.g. invoicing for coverings, sales prep, and boarding).
- Effective communication with management, staff, clients, and suppliers.
- Builds good working relationships with external accountants and auditors.
- Strong bookkeeping and accountancy knowledge.
- Experience in preparing payroll, VAT, and management reports.
- Proficiency in accounting software (e.g. Sage, Xero, QuickBooks) and Microsoft Office.
- Strong record keeping and data management skills.

Education and Experience:

- Previous experience in bookkeeping or accounts essential.
- AAT or equivalent accountancy qualification desirable.
- Experience working within an agricultural, equine, or small business environment advantageous.
- Familiarity with PAYE, VAT, and pension administration
- Primarily office-based, with potential hybrid/flexible working arrangements.
- Full-time or part-time hours depending on stud requirements.
- May involve seasonal peaks (e.g. sales season, year-end).

Pay and Benefits:

- Pay Level: Management L2
- Training and Development Opportunities
- Pension and statutory holiday entitlement.
- Potential flexibility in working hours and location



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