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| Job Title | Project Accountant |
| Department | Finance |
| Approximate Department Size | 12+ people |
| Reports to | Financial Controller |
| Direct Reports | None |
| Working hours and pattern | 40 hours per week, Monday – Friday |
| Will this role qualify for tronc or bonus? | Bonus |

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| Purpose of this role |
| To support and deliver financial process improvement and control initiatives across the estate’s diverse commercial operations. This role will work closely with both the central finance team and key operational departments—particularly Commerce & Hospitality—to ensure financial practices are efficient, compliant, and aligned with strategic growth objectives. |
| Responsibilities |
| <ul style="list-style-type: none"> • Support the review, design, and rollout of enhanced financial processes and internal controls, with a focus on our Commerce & Hospitality operations (including retail, online sales, hospitality, and events). • Analyse and map current workflows to identify pain points, inefficiencies, and opportunities for automation or simplification. • Collaborate with cross-functional teams—especially Commerce, Retail, and Hospitality—to ensure process improvements align with operational realities. • Provide financial insight into commercial decision-making, helping ensure accurate margin reporting, revenue recognition, and cost attribution. • Support the testing and implementation of system or reporting changes, contributing to UAT and training where needed. • Assist in embedding financial control frameworks that are scalable, transparent, and aligned with audit and compliance needs. • Contribute to project documentation, status updates, and communication with stakeholders across the business. |
| Characteristics needed for this role |
| <ul style="list-style-type: none"> • Proactive and hands-on approach to problem-solving. • Commercially astute with a strong focus on delivering value. • Collaborative and confident in engaging with diverse teams. • Organised and detail-oriented, with the ability to manage multiple priorities. |
| Characteristics desired for this role |
| <ul style="list-style-type: none"> • Adaptable and comfortable with change. |



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| <ul style="list-style-type: none"> • Passionate about hospitality, retail, or lifestyle brands. • Interest in food, nature, and sustainable business practices. |
| Skills and experience needed for this role |
| <ul style="list-style-type: none"> • Experience in financial transformation, process improvement, or project accounting. • Strong understanding of financial controls and commercial finance. • Experience with ERP systems and reporting tools. • Excellent interpersonal and communication skills. • Analytical mindset with a solution-oriented approach. |
| Skills and experience desired for this role |
| <ul style="list-style-type: none"> • Experience in hospitality, retail, luxury, or lifestyle environments. • Sage X3 system knowledge. |
| Qualifications needed for this role |
| <ul style="list-style-type: none"> • Qualified or part-qualified accountant (ACA, ACCA, CIMA, or equivalent). |
| Qualifications desired for this role |
| NA |
| What systems will be used in this role? |
| <ul style="list-style-type: none"> • SAGE X3 |
| Department Description |
| <p>The Finance Team at The Newt ensures the smooth financial operation of our diverse business by managing timely invoice payments, financial planning, compliance, and strategic goals. Based in a single on-site office, the team includes a CFO, a Financial Controller, Management Accountants, and Accounts Assistants who collaborate closely to support our growing operations. With The Newt spanning industries such as hospitality, construction, horticulture, and agriculture, the finance team thrives in a fast-paced environment, adapting to the challenges and opportunities of a dynamic and expanding business.</p> |