



# QUEENSBERRY

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### WHO WE ARE

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Buccleuch is a diverse and innovative business with a passion for sustainable land use in rural Britain. People are at the heart of Buccleuch, in particular, colleagues, tenants, customers and visitors. Our commercial enterprises, including leisure & hospitality, agriculture, forestry, energy, rural estates and commercial property, provide approximately 500 jobs in local communities.

Our rural estates team incorporates energy, forestry, sporting, agriculture and property. Our finance team support and assist our rural businesses to operate as effectively and profitably as possible, while ensuring that best practice is in operation. Finance colleagues co-ordinate the activities and results of the businesses to provide key information and offer professional advice.

**For more information about us, and what we do, look at our website here:**

[www.buccleuch.com](http://www.buccleuch.com)

## OUR VALUES

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- We treat each other with respect
- We do our best for customers
- We care about our communities
- We actively manage our impact on the environment

## WORKING FOR US

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Shepherd, Lettings Agent, GIS Technician, Gardener, App Developer, Joiner, Wildlife Ranger, Barista, Forester, Surveyor, Retail Assistant, House Guide, Project Manager, Finance Assistant, Fencer, Site Engineer...

Just some of the many and varied roles people carry out at Buccleuch and chances are, you won't have worked anywhere like it before. Whether you're based on one of our stunning rural estates or in our centrally located modern Edinburgh office, if you join us, you can expect to be busy and challenged, but you'll never find it dull. Colleagues are encouraged to use their initiative and many have had the opportunity to develop their roles. We're particularly committed to safety and wellbeing and we like to think this is a great place to work.

In our last People Survey colleagues reported that they are proud to work for Buccleuch, they understand what is expected of them and feel that their team environment is supportive. Here's what some of our colleagues had to say:

*"It's a great place to work"*

*"Buccleuch is unique but it's the people that really make it"*

*"I enjoy being part of the team"*

*"The company has really demonstrated commitment to everyone's wellbeing"*



*"I felt valued during what has been a difficult time"*

*"The mansion houses and grounds are so beautiful and it's interesting to work with a family whose roots trace back to King Charles II and beyond"*

## THE ROLE

<b>Role title</b>	Purchase Ledger Assistant	<b>Perm/temp</b>	Permanent
<b>Location</b>	Queensberry Estate	<b>Hours per week</b>	37.5
<b>Start date</b>	ASAP	<b>Manager's role</b>	Senior Finance Assistant

As Purchase Ledger Assistant you will process and maintain purchase ledger records, provide financial administrative support and deal with a variety of financial transactions for the Queensberry team.

You will find more detail about the day-to-day responsibilities and tasks involved in this role at the end of this pack.

### Salary & benefits

<b>Salary range (dependent on experience)*</b>	£19,000 - £20,000
<b>Employer pension contribution (subject to you contributing 3.5%)</b>	5.5%
<b>Annual leave (inclusive of public and statutory holidays)*</b>	30 days
<b>Life assurance</b>	2.5 times salary

\*Salary & annual leave are pro-rated for part-time employees



Holidays increase by one day for five years' continuous employment (up to a maximum of 5 additional days) and we offer the opportunity to join a holiday purchase scheme (after one year's employment) along with a pension and cycle to work salary sacrifice schemes.

## THE PERSON

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We want to hear from candidates who have the skills listed below and who can demonstrate the personal traits and behaviours that are key to success in this role.

### Essential skills

Excellent IT skills, particularly in the use of MS Office, Excel and accounting software

Strong numeracy and organisation skills

Good communication skills

### Personal traits & behaviours

High standards of work with an eye for detail

Proactive with a flexible approach to work

A 'can do' attitude along with a willingness to provide support and assistance to colleagues

Confident, friendly and professional

We are looking for candidates who have these qualifications and experience:

### Qualifications

Full driving licence

### Experience

Previous experience in a similar role is desirable but not essential

While experience of working with Microsoft Dynamics is not essential, it will help!



## ROLE SPECIFICS

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On a day-to-day basis, our Purchase Ledger Assistant will:

- Maintain the purchase ledger
- Reconcile supplier statements and manage supplier queries
- Process and scan supplier invoices to Dynamics ensuring correct coding
- Ensure all invoices are authorised to the appropriate level
- Daily banking
- Assist in supplier payment runs
- Assist with petty cash and credit card purchases
- Support finance team and managers
- Assist in preparation of audit files and other year-end procedures
- Answer phones in the finance office as required
- Deal with the daily post along with the email inbox transactions and distribute to the appropriate colleagues

We ask all our colleagues to:

- Be familiar with, and adhere to our company policies, guidance and practices
- Co-operate with colleagues to ensure that Buccleuch is a safe place to work and visit and report any concerns to a relevant manager or a member of the safety team
- Undertake other duties as may be required from time-to-time and are consistent with the overall responsibilities of the role.

## APPLYING FOR THE ROLE

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Sound interesting? If you haven't already applied and think you have the right skills, attitude and experience to join our team, we would love to hear from you! To apply, simply email your CV and a covering letter to our recruitment team at [recruitment@buccleuch.com](mailto:recruitment@buccleuch.com).

If you have any questions about the role, would like this information presented in a different format, or would like more information about our application process, please contact us at [recruitment@buccleuch.com](mailto:recruitment@buccleuch.com)