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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 property and commercial property, provide approximately 500 jobs in local communities.

Buccleuch Property is the commercial real estate element of Buccleuch; and one of the UK's most innovative private property investment and development companies. With a respected management team, the Company is also a partner in a number of strategic joint ventures including Native Land, a specialist residential and mixed-use developer based in central London and Queensberry Properties, who develop high quality residential housing in the Central Belt and Borders of Scotland.

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

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

[www.buccleuchproperty.com](http://www.buccleuchproperty.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 Edinburgh colleagues had to say:

*"It's the people that make the difference"*

*"It's a good place to work and there are some great people who work here"*

*"I enjoy being part of the team"*

*"Buccleuch is unique, where else would I get to visit beautiful estates with mansion houses and get to take part in the Challenge?"*



## THE ROLE

<b>Role title</b>	Finance Assistant	<b>Perm/temp</b>	Permanent
<b>Location</b>	Edinburgh	<b>Hours per week</b>	Part-time 28 – 30
<b>Start date</b>	ASAP	<b>Manager's role</b>	Senior Accountant

As Finance Assistant you will provide support to the finance and wider commercial property team, maintaining and preparing accounting records for a number of different companies.

There is some flexibility with working hours and these can be agreed to suit candidate availability.

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 FTE (depending on experience)*</b>	£20,000 - £24,000
<b>Employer pension contribution (subject to you contributing 3.5%)</b>	5.5%
<b>Annual leave FTE (inclusive of public and statutory holidays)*</b>	30
<b>Life assurance</b>	2.5 x salary
<b>Other</b>	Private health

\*Salary & annual leave are pro-rata for part-time colleagues



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



## THE PERSON

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We want to hear from candidates with the skills listed below, who enjoy working in a small, busy team environment and can demonstrate the personal traits and behaviours that are key to success in this role.

### Essential skills

- Proficient in the use of MS Office
- Strong numeracy skills
- Good verbal and written communication
- Excellent organisation skills

### Personal traits & behaviours

- Methodical, with an eye for detail
- Positive and flexible approach to work
- A 'can do' attitude and willingness to provide support and assistance to colleagues
- Confident, with a professional manner

This role would suit someone who is keen to learn, enthusiastic, and wants to work in a varied and interesting role. While some purchase ledger experience would be useful, it is not required as full training will be given, and this could be an ideal first role for someone looking to establish a finance career in supportive working environment.

Equally, we would be happy to hear from candidates with experience of maintaining purchase ledger, balance sheet reconciliations or management accounts.

While experience is not essential, we welcome applications from more experienced finance candidates who are ready for their next challenge!



## ROLE SPECIFICS

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On a day-to-day basis, our Finance Assistant will:

- Maintain the purchase ledger function for all commercial property subsidiaries and joint ventures, including processing the invoices and payment runs
- Maintain the sales ledger function for several commercial property subsidiaries and joint ventures, including issuing invoices and maintaining a schedule of invoices issued
- Deal with day to day enquiries from suppliers and property managers
- Prepare monthly balance sheet reconciliations and assist with quarterly management accounts across our commercial property companies
- Prepare a weekly cash report analysing cash movement across commercial property bank accounts
- Assist in preparation of audit files and year-end procedures.

We ask all our colleagues to:

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

## APPLYING FOR THE ROLE

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**Sound interesting?** If you think you have the right skills, attitude and experience to join our team we would love to hear from you! To apply, please email your CV and a covering letter to our recruitment team at [recruitment@buccleuch.com](mailto:recruitment@buccleuch.com). Please include details of your preferred days and hours of work.

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).