



Finance Assistant
Hourly Pay of £9-9.50 depending on experience

About the role:

Are you interested in growing your recent experience by working for one of the most iconic visitor attractions in the Southwest? This is an exciting opportunity for a Finance Assistant to join the busy team at St Aubyn Estates on a seasonal basis. This will be a full time, temporary position for one person, however a job share would be considered for the right candidates.

This role will have a focus on providing seasonal support to the purchase ledger process and the recording of cash across the various business entities. The responsibilities include but are not limited to:

- Processing of purchase invoices
- Supplier statement reconciliations
- Counting and recording cash income
- Preparing change orders
- Other finance and administrative tasks as required

About you:

Our values are at the heart of what we do, and we will expect you to demonstrate these in this role, in dealings both inside and outside the organisation. We are a small team with a wide range of responsibilities. We are looking for someone who is excited to further build on their experience and make the most of all learning opportunities within the finance team. A relevant finance background is desirable, although aptitude is as equally important. Experience in using computers, Microsoft Office suite and accounting systems (preferably Sage) are all expected, but a willingness to learn and transferrable skills are just as important.

The package:

An hourly rate plus 28 days holiday (pro rata).

Our Vision and Values:

Our Vision is to be a force for growth

- to ensure the prosperity of the Estates for future generations
- to help maintain the unique character of St Michael's Mount
- to benefit the wider community in West Cornwall

About the company:

St Aubyn Estates has been part of the West Cornwall landscape for more than 600 years. Nowadays, it is a modern, family owned enterprise spanning 5,000 acres with a diverse portfolio of businesses which include land and property management, tourism and hospitality, building and farming. James and Mary St Levan live on St Michael's Mount, which they run in partnership with the National Trust.

Applications:

Please send a CV and a short covering statement to jobs@staubynestates.com . Your covering statement should explain why you are interested in the role and what you would bring to it, highlighting relevant experience or transferrable skillsets.

Closing date for applications: 24 January, with interviews scheduled provisionally for the following week.

Please no agencies