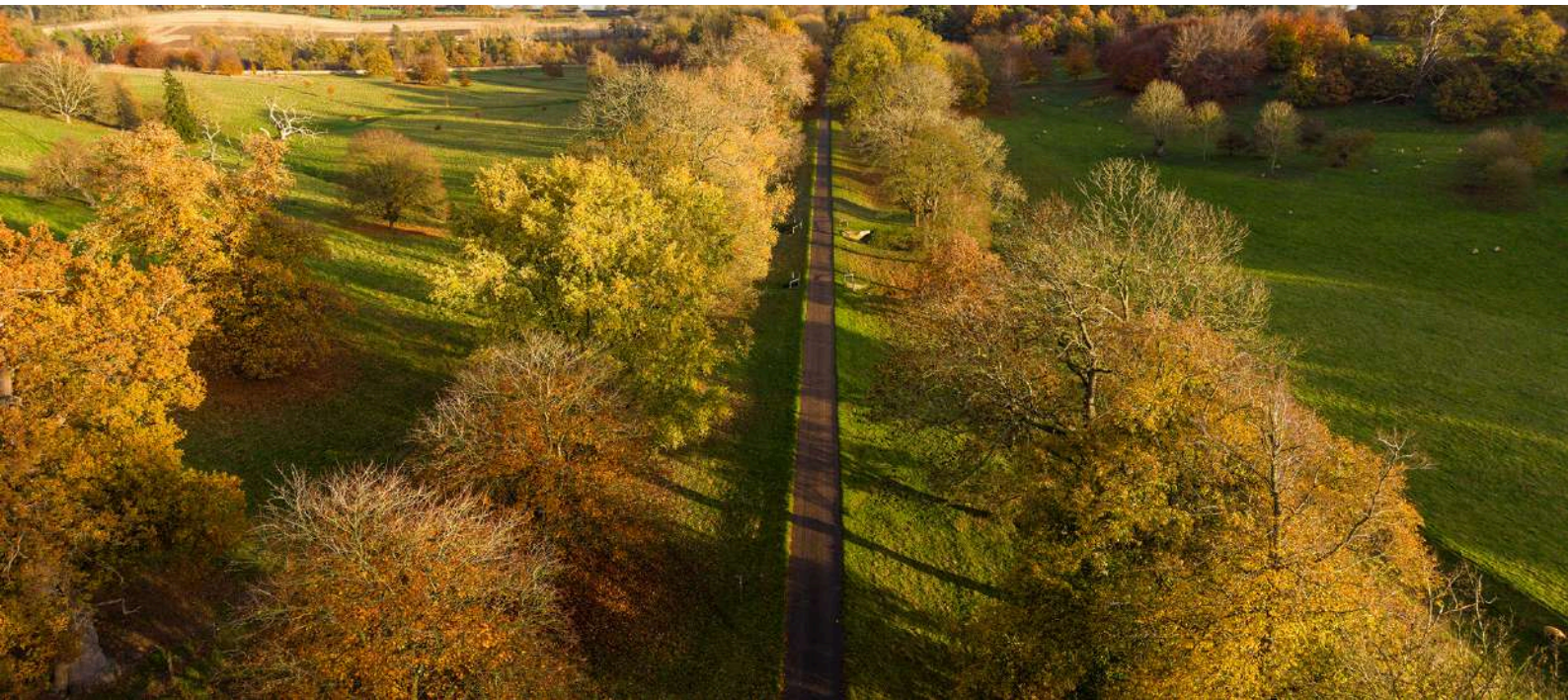




WOODHALL  
ESTATE

# CANDIDATE PACK



## Finance Assistant

An exciting opening within our Finance Department at Woodhall Estate.

# INTRODUCTION TO WOODHALL ESTATE

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Woodhall Estate has been part of the Abel Smith family for more than 200 years. Over a thousand people live, work or learn on this thriving estate which encompasses parks, farms and woodlands, historic properties, wildflower meadows, rivers, wetlands and pastures.

We're proud of Woodhall Estates heritage, protective of its landscapes and personally invested in the future of the Estate and its diverse communities.

Woodhall Estate is steeped in history, but we're far from stuck in the past. Every decision we make strives to respect the legacy of this beautiful place, while keeping it flourishing in the 21st century.



# WELCOME FROM THOMAS

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Thank you for your interest in joining the Woodhall Estate team. Since stepping into this role of leading my family business, I have had the pleasure of working alongside dedicated and talented staff to lead Woodhall Estate into an exciting future.

Woodhall Estate is a modern, forward-thinking organisation rooted in community, learning, conservation, and sustainability. Together, we're advancing a shared strategy that unites our diverse business divisions, team, partners, and our core communities to create a meaningful impact that goes well beyond land management, anchoring our work in respect, responsibility, and care for both the environment and each other. This is the foundation of a truly sustainable future.

At the heart of Woodhall Estate is a unique community spirit where everyone's contributions matter. Our sense of togetherness empowers each of us to thrive. While we may have expansive grounds and exceptional facilities, it's our people and purpose that set us apart.

We are currently seeking a Finance Assistant to join our Office Team here at Woodhall Estate.

The role will suit an individual who has a strong background in accounts payable, is comfortable to work within a small team in a complex business structure, supporting a range of diverse business operations.

I hope that as you read through this candidate pack, you'll get a true sense of who we are and consider joining us on this exciting journey.

Warm regards,

*Thomas Abel Smith*



# OUR PURPOSE

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To be a vibrant, balanced and enduring environment for both nature and people.



# OUR VALUES

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## PROFESSIONALISM

We work with precision, prudence and positivity, and we give it our all.

## PEOPLE

We value personal relationships and our generosity of welcome.

## PROBITY

We live by strong moral principles, honesty and decency.

## PERSPECTIVE

We always keep the bigger picture and Woodhall Estate's long legacy in mind.



# OUR ROOTS

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Our Roots represent our family business's legacy and impact over two centuries, and they continue to underpin all that we do today.

## COMMUNITY

We strive to beat the heart of our core communities, fostering and maintaining a special relationship with them.

## LEARNING

Following family tradition, we continue to be founders and hosts to a range of educational settings.

## CONSERVATION

From outstanding nature and spectacular countryside, to historic buildings, we are here to conserve and protect our heritage.

## SUSTAINABILITY

We strive to ensure a sustainable environment and business to meet the challenges of the next century.

**7,000**  
ACRES

OF DIVERSE ENGLISH  
COUNTRYSIDE

**1,000+**

PEOPLE LIVING, WORKING &  
LEARNING OVER THE ESTATE

**180+**

CAREFULLY MAINTAINED  
AND MANAGED BUILDINGS

**20**

BUSINESSES

**2**

SCHOOLS  
(+1 NOT-FOR-PROFIT FOREST  
SCHOOL)



AT WOODHALL ESTATE



**4,500 TONS**

OF CEREALS AND OILSEEDS  
HARVESTED ANNUALLY BY THE ESTATE

THE EQUIVALENT OF

**375**

FULLY LOADED DOUBLE-  
DECKER BUSES.

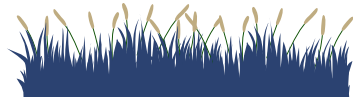
LANDMARK RESTORATION OF THE  
RARE CHALK STREAM RIVER BEANE

**2.5KM**

FURTHER WORK HAS CREATED

**13.5 ACRES**

OF NEW WETLAND HABITAT



**1 MILLION**

TREES MANAGED ACROSS THE ESTATE

**100,000+**

NEW TREES PLANTED IN THE PAST  
DECADE

**55+KM**

OF PUBLIC PATHS,  
CONNECTING PEOPLE  
WITH NATURE

**150KM**

OF HEDGEROWS, PROVIDING  
HABITATS FOR WILDLIFE

# EXPLORE THE ESTATE

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# JOB DESCRIPTION

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**Job Title:** Finance Assistant

**Location:** Woodhall Estate, Woodhall Park, Watton-at-Stone, Hertford SG14 3NE

**Contract:** 30 hours per week ideally spread evenly over 5 days (6 hours per day), would consider 4 full days (7.5 hours per day)

**Reports To:** Management Accountant

**Salary Range:** Up to £32,000 (pro-rata)

## Job Summary

The Finance Assistant is responsible for the effective management of accounts payable and purchase ledger functions across the Group, ensuring accurate processing, approval, and reconciliation of financial transactions. This includes handling supplier invoices and queries, managing utilities and credit card reconciliations, and completing regular bank reconciliations using the Propman accounting system.

The role will suit an individual who has proven experience in a similar role with a strong background in accounts payable, is comfortable to work within a small team in a complex business structure, supporting a range of diverse business operations.

# MAIN RESPONSIBILITIES

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## **Key Responsibilities**

This list is intended to serve as a guide and is non-exhaustive:

- Process accounts payable invoices using our accounting system, Propman, in time for running the twice monthly payment runs.
- Verify all invoices are correctly approved and coded before entry onto Propman.
- Management of the Purchase Ledger, including handling all supplier queries and reconciling supplier statements.
- Oversee Group utilities management, ensuring accurate tracking and administration.
- Credit card management, matching receipts to statements and gaining the appropriate approvals.
- Bank reconciliations for the Group.
- Provide cover for other administrative staff and general support in the Estate Office including answering phones, greeting guests and other ad hoc duties as and when required in line with the needs of the business.

## **Essential attributes**

- A flexible and approachable personality.
- Proven experience in a similar role, with a strong background in accounts payable.
- Demonstrate ability to go beyond invoice processing, with a broader understanding of accounts payable functions.
- Proactive, analytical, logical, and disciplined approach to problem solving.
- Excellent planning, organisational and prioritisation skills, with the ability to manage multiple tasks effectively.
- Self-motivated and ability to work independently and use initiative.
- Strong verbal and written communication, with the confidence to engage at all levels.
- Advanced proficiency in Microsoft Excel.
- High standard of written and spoken English.
- Willingness to support in all areas of a small office environment.
- Candidates will be assessed according to their relative strengths on the above criteria.

## **Advantageous attributes**

- AAT Certificate in Accounting.

# WORKING CONDITIONS

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## **Working Conditions:**

- Based in a rural office on the estate – own car essential.



# WHAT'S IN IT FOR YOU?

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Aside from the remuneration package previously outlined, the estate offers generous employment policies and we champion professional development and learning. We welcome ambitious candidates who are seeking new skills that will contribute to the business and our culture of high performance.

- ✓ Be part of a creative, friendly & tight-knit team
  - ✓ Work in the stunning Hertfordshire countryside
  - ✓ Lots of opportunities to learn, grow, and progress in your career
  - ✓ Earn an abundance of benefits outlined below
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Competitive Salary



7% Employer's Pension Contribution



Salary Sacrifice Scheme



Private Medical Insurance



Life Assurance Cover



25 Days Leave + A Day Off For Your Birthday



Enhanced maternity, shared parental & adoption policies



Your Own Desk In Estate Office & Free Parking



40% off Nuffield Health Gyms & Hussle



24/7 Private GP Service via Video Call



Therapies, Dentist & Optician Cashback



Counselling, wellbeing, legal & financial help



Exclusive access to Estate grounds outside of work



Regular Team Socials & Annual Parties



Discounts for Woodhall Venue Hire



Generous recruitment referral bonus

*Full details will be made in an Offer of Employment to the successful candidate. Please note that some of the benefits above are contractual and others non-contractual subject to change from time-to-time.*

*Some are not relevant to every role, e.g. desk in the Estate Office.*

# EQUAL OPPORTUNITIES

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Woodhall Estate is committed to the principle of equal opportunities in employment and equal pay for work of the same or similar nature or work of equal value. Woodhall Estate declares its opposition to any form of less favourable treatment or financial reward, whether through direct or indirect discrimination, harassment, victimisation or segregation accorded to the employees or job applicants, on the grounds of their race, religious beliefs, political opinions, creed, colour, ethnic origin, nationality, marital/parental status, sex, sexual orientation or physical or mental disabilities.

Woodhall Estate similarly declares its opposition to any form of less favourable treatment accorded to employees or job applicants on the grounds of non job-related handicaps and unfair discrimination on grounds of age.



# HOW TO APPLY

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Unless you have been approached by one of our appointed recruitment agents, please apply to us directly at [recruitment@woodhallestate.co.uk](mailto:recruitment@woodhallestate.co.uk) with your covering letter and CV.

All job offers are conditional upon satisfactory references (including confirmation of the candidate's current salary), as well as a satisfactory PeopleCheck DBS clearance under our procedure.

Applications close: 10<sup>th</sup> May 2026

1<sup>st</sup> Stage Interviews: w/c 18<sup>th</sup> May 2026

2<sup>nd</sup> Stage Interviews: w/c 1<sup>st</sup> June 2026

3<sup>rd</sup> Stage Interviews: w/c 8<sup>th</sup> June 2026



[www.woodhallestate.co.uk](http://www.woodhallestate.co.uk)