

POSITION OF TRAINEE CHARTERED SURVEYOR

NOTES FOR APPLICANTS

Bowlts is an independent firm of Rural Practice Chartered Surveyors, established in 1991. The firm currently employs 14 people and is based in Moray, but operates throughout central and northern Scotland. The core activities of the firm are property consultancy and rural estate management.

The firm advises both retained and other clients on a wide range of property matters and a new member of the land agency team is required to assist with our increasing workload. Although a small practice, our work is very varied and challenging and encompasses almost the entire spectrum of land agency work. This includes:-

- estate management;
- letting sporting, agricultural and residential properties;
- providing agricultural advice and support to our farm and estate managers;
- producing and monitoring estate budgets;
- book-keeping, payroll and VAT;
- residential, farm, woodland and fishings sales and purchases;
- planning and development work;
- building repairs/renewals;
- architectural services;
- CPO, pipeline/wayleaves and compensation work;
- routine forestry management;
- forestry establishment work;
- preparation of Environmental Assessments;
- property insurance work;
- valuation work.

The rural practice department currently consists of three fully qualified land agents and a graduate trainee. They have full responsibility for the management of a number of rural estates from Aberdeenshire in the east up to Sutherland in the north and have an involvement to a lesser extent in a number of other landed properties. In addition, the firm is involved in property sales, valuation, planning, compulsory purchase and compensation work and generally providing advice to property owners.

There is a significant forestry element in many of the estates managed by the firm and we have a strong forestry team to deal with this aspect of our work.

The successful applicant will be committed to working towards gaining MRICS status and the necessary assistance and time for training and study will be provided by the firm.

The successful applicant will ideally have:-

- a degree accredited by the RICS to allow professional training to commence towards the APC.
- knowledge of agriculture, rural issues and the countryside.
- good interpersonal skills and an ability to communicate effectively.
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- the ability to show initiative and a high level of attention to detail.
- a willingness to be part of a team and to interact with other professional staff.

We offer first rate training and long-term career prospects within an experienced team.

While office accommodation is provided, the firm has embraced the option of flexible home-working opportunities and the successful candidate will need to have access to home working facilities.

A Contract of Employment will be offered to the successful applicant which will provide for:-

1. A five day week, Monday to Friday inclusive, 9.00 am to 5.15 pm each day with 45 minutes lunch break. Notwithstanding the formal office hours, our land agents are required to work such hours as are required for them carry out their duties and they may, from time to time, be required to work flexibly if pressure of business requires it.
2. Salary will be negotiable but we are committed to rewarding initiative and hard work.
3. 30 days holiday per annum, including the usual statutory and local public holidays.
4. The firm operates a company pension scheme, a health scheme and additional holidays are given after four years continuous employment.

If you would like to apply for this position, please email your CV and covering letter to mandy@bowlts.com.