

CLIVEDEN

CONSERVATION

JOB TITLE:	Finance Assistant
LOCATION:	Taplow, Buckinghamshire
REPORTS TO:	Financial Controller
KEY RELATIONSHIPS:	Accounts Team, Commercial & wider Operational Teams (Section Heads, Project Managers)
JOB PROFILE:	Part Time, Permanent (Subject to 6-month Probation) 5 days per week: approx. 10am – 3pm (Flexibility available) Office-Based Role

About Us:

Cliveden Conservation is a leading conservation and restoration company operating within the UK Heritage Sector. Our main workshops and offices are located on the Cliveden Estate in Taplow. We have two regional workshops in Suffolk and Somerset.

The company undertakes a range of services including practical stonemasonry, plasterwork, specialist decoration and conservation of the decorative arts for clients such as English Heritage and the National Trust, Oxford Colleges and a range of private individuals and ecclesiastical organisations.

As the company continues to grow, we are looking to develop our back-office administration and accounting teams. We are seeking a proactive Finance Assistant to support our financial and commercial teams.

Job Summary:

Working closely with the Financial Controller and Assistant Accountant, you will play a key role in maintaining accurate financial records, supporting monthly reporting, and ensuring smooth financial processes across the business.

Key Responsibilities:

- Maintain and update key documents for monitoring live Work in Progress, future Forecast, Pipeline and monthly reporting.
- Liaise with internal departments to ensure timely and accurate reporting.
- Review and report on projects through Eque2 Construct back-office management system.
- Process financial transactions, including data entry, invoice generation, and communication with customers and suppliers.
- Support the Accounts and Commercial teams with ad hoc administrative tasks.

Required Skills and Experience:

- Finance and accounting background (AAT Level 2 or equivalent experience preferred).
- Proficiency in Microsoft Office Suite.
- Experience with Eque2 and/or Sage systems is desirable.
- Strong communication skills and ability to work collaboratively.
- High attention to detail and accuracy.
- Proactive, organised, and able to manage multiple priorities.

Salary & benefits:

- Competitive Salary
- 4% pension contribution (on Qualifying Earnings)
- Company Health Insurance, EAP (Employee Assistance Programme)
- 21 days holiday, increasing by an extra day each year to maximum of 26 days, plus bank holidays
- £500 training budget for personal career development (in addition to any H&S training etc. the company will provide)
- Enhanced family friendly & sickness policies following a qualifying period
- £80 annual boot allowance

Why Join Us?

- Be part of a passionate team preserving the UK's heritage.
- Opportunity for additional hours and career development.
- Supportive and collaborative work environment.

Equal Opportunities:

Cliveden Conservation is an equal opportunities employer. We welcome applications from all backgrounds and will make reasonable adjustments for candidates with disabilities.

To apply:

Please email your CV and cover letter to info@clivedenconservation.com