

## POSITION OF TRAINEE CHARTERED SURVEYOR

### NOTES FOR APPLICANTS

Bowlts is an independent firm of Rural Practice Chartered Surveyors, established in 1991. This position will be based at Pluscarden, just outside Elgin, Moray, Scotland. The firm currently employs 23 people between the main office at Pluscarden and the Inverness Office. The core activity of the firm is 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, grazing and residential properties;
- ◆ providing agricultural advice and support to our farm and estate managers;
- ◆ producing and monitoring estate budgets;
- ◆ book-keeping, payroll and VAT;
- ◆ house, farm, woodland and fishings sales and purchases;
- ◆ planning and development work;
- ◆ building repairs/renewals;
- ◆ architectural services;
- ◆ pipeline/wayleaves compensation work;
- ◆ routine forestry management;
- ◆ forestry establishment work;
- ◆ preparation of Environmental Assessments;
- ◆ property insurance work;
- ◆ valuation work.

The rural practice department currently consists of six fully qualified land agents and one trainee land agent. They have full responsibility for the management of a number of 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 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, based in our office in Inverness, to deal with this aspect of our work.

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The successful applicant must be committed to working towards gaining MRICS status and the necessary assistance and time for training and study will be provided by the firm. Candidates who require to undertake further study to obtain an RICS accredited qualification prior to the Assessment of Professional Competence are also welcome to apply.

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 longer hours 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.