

Auction Accounts Administrator – 3 Month Contract (FULL TIME)

An opportunity to undertake the accounts role within our Auctioneering department on a 3-month fixed contract from September to November. The successful candidate will have responsibility for the financial and accounts tasks generated by the activity of the market/auction department and undertake credit control of any debts.

The ideal candidate will:

- Have the ability to confidently undertake data management and accounts processes.
- Have experience and competence with different accounts packages and Microsoft Office.
- Be conscientious with excellent attention to detail.
- Be a good communicator, oral and written.
- Have the ability to organise and prioritise.
- Be self-motivated and hardworking, with an overall positive attitude.
- Work well as part of a team, in an enthusiastic manner.
- Be confident, approachable and well presented.
- Ideally have an interest in agriculture and have some knowledge of livestock.

We offer a competitive salary and friendly working environment within a reputable, well established, professional, family business. Training on the current market accounts package, Newline, will be provided.

Job Description available upon request.

To apply please send your CV and covering email to:

Mrs N J Clayton-Bailey BSc (Hons), MRICS, FAAV,
Henry H Bletsoe & Son LLP
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Thrapston, Northamptonshire NN14 4LJ
Email: nicola.c-b@bletsoes.co.uk

Closing Date: Friday 29th August 2025