



LULWORTH

... DORSET ...

About Lulworth Estate

Home to one of the most iconic stretches of England's Jurassic Coast, the Lulworth Estate encompasses breathtaking natural landscapes, remarkable geology, built heritage, and a thriving rural community. From the dramatic limestone arch of Durdle Door to the grandeur of Lulworth Castle, Lulworth welcomes over one million visitors each year.

The Role

We are seeking an enthusiastic and hardworking individual to provide vital support to our Finance Department, managing the purchase ledger and ensuring smooth business operations. You will play an important part in ensuring that suppliers are paid promptly and that financial data is accurately recorded.

Your work will directly support the production of reliable management accounts and contribute to informed decision-making across the organisation.

Support will be offered for study towards an AAT qualification.

Key Responsibilities

- Purchase ledger tasks such as processing invoices, reconciling supplier statements, resolving queries and allocating payments to invoices.
- Setting up payments and raising purchase orders on behalf of departments.
- Maintaining our regular supplier accounts and taking ownership for the onboarding of new suppliers.
- Assisting with the management of the finance inbox, responding to emails and resolving queries in a timely and organised manner.
- Maintaining accurately aged creditors.
- Processing employee expenses and credit card payments.
- Assisting the Management Accounts team and our Estate Office Reception team as needed.

Finance & Purchase Ledger Clerk

Location: Lulworth Estate,

Dorset Contract: Permanent

Core Hours: Monday – Friday
35 hours per week

Competitive Salary + Benefits



About You

We are looking for a details-driven, organised and reliable professional who thrives in a varied role within a busy team. You will be comfortable working within a multi-departmental estate environment where accuracy, communication and adaptability are essential.

Essential skills and experience:

- Excellent communication skills.
- Strong analytical and problem-solving abilities.
- Attention to detail and accurate record keeping.
- Ability to manage multiple tasks and deadlines effectively.

Desirable:

- At least 12 months experience working in a similar role.
- Currently studying towards an AAT qualification.

Why Join Us?

- Competitive salary and benefits package.
- Employee discount at all retail and hospitality outlets across the estate, plus free entry to Lulworth Castle.
- A free weekend ticket to Camp Bestival, held in the grounds of Lulworth Castle in August 2026.
- Free parking at our three beautiful sites, Durdle Door, Lulworth Cove and Lulworth Castle.
- A friendly and inspiring place to work, offering a wealth of experience and career development opportunities.

How to Apply?

To apply, please send a CV and a covering letter detailing your suitability for the role to recruitment@lulworth.com

Closing date: 9th January 2026