

Business Administrator

THE ANDERSONS CENTRE

JOB OVERVIEW

- ✓ A role completing and managing all aspects of administration associated with the farm consultancy team.
- ✓ Permanent position (37.5 hours per week) over 5 days. Flexibility can be provided.

ABOUT US

- ✓ The Andersons Centre (see www.theandersonscentre.co.uk) is part of Andersons the Farm Business Consultants. We have been delivering high-quality advice to the farming sector since 1973
- ✓ The Andersons Centre is unique in combining practical on-farm advice alongside industry-level analysis from our Business Research team
- ✓ We publish both the Farm Management Pocketbook and the Agricultural Budgeting & Costing (ABC) Book
- ✓ We operate throughout the UK, Ireland and beyond

ABOUT YOU

- ✓ Proficiency in Word, Excel and database management skills; PowerPoint and Sage Accounts familiarity is advantageous.
- ✓ Experience of typing documents, preparing reports for distribution to clients, producing invoices and debtor management.
- ✓ An excellent communicator, able to interact within the business and clients.
- ✓ Have integrity, honesty and an eagerness to work for the good of the company.
- ✓ Be self-motivated and capable of setting own work strategies and of working with own initiative.

- ✓ Be a flexible and adaptable team player.
- ✓ The ability to manage time effectively.
- ✓ Any background knowledge of agriculture / rural sector an advantage but not essential.

MAIN TASKS

- ✓ Be responsible for all aspects of administration associated with the farm consultancy team.
- ✓ Prepare documents (reports, budgets etc.) for onward distribution to clients once completed by a member of the consultancy team.
- ✓ Producing and sending invoices, as well as financial control for monies due to the company from clients.
- ✓ Manage relationships with consultants, customers, suppliers and outside contractors and other relevant parties.
- ✓ General office and reception duties.
- ✓ Other tasks that might be required from time to time

BENEFITS

- ✓ Salary competitive but dependent on skills and experience.
- ✓ An annual (non-contractual) bonus determined by company profits and personal performance
- ✓ 20 days holiday per year (pro rata)

WHAT NEXT?

- ✓ To apply please send your CV and a covering letter by the 17th November 2023 explaining why you are the right person for this role.
- ✓ Please email your application to Joe Scarratt at jscarratt@theandersonscentre.co.uk