

P.A. / Business Administrator

THE
ANDERSONS
CENTRE

JOB OVERVIEW

- ✓ Providing office support for our team of farm business consultants
- ✓ Responsible for managing all aspects of business administration
- ✓ Permanent position (37.5 hours per week) over 5 days. But flexibility possible on hours/days to be worked.

MAIN TASKS

- ✓ Prepare documents (reports, budgets etc.) for onward distribution to clients once completed by a member of the consultancy team
- ✓ Scheduling workloads and monitoring project progress
- ✓ Producing and sending invoices, as well as financial control for monies due to the company from clients
- ✓ Be first point of contact for customers, suppliers and outside contractors including reception duties
- ✓ Ensuring the smooth operation of the office

ABOUT YOU

- ✓ Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Sharepoint) and database management skills. 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, resilience and an eagerness to work for the good of the company
- ✓ Be a flexible and adaptable team player

- ✓ Be self-motivated, able to manage time effectively and capable of working under own initiative
- ✓ Any background knowledge of agriculture / rural sector an advantage but not essential

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

BENEFITS

- ✓ Salary competitive and dependent on skills and experience
- ✓ An annual (non-contractual) bonus determined by company profits and personal performance
- ✓ 20 days holiday per year (pro rata)
- ✓ Opportunity to further develop your skills through training and professional development courses

WHAT NEXT?

- ✓ To apply please send your CV and a covering letter by the 28th June 2024 explaining why you are the right person for this role
- ✓ Please email your application to Joe Scarratt at jscarratt@theandersonscentre.co.uk