

FARM SECRETARY ROLE – Erpingham Lodge Farms

The partners of Erpingham Lodge Farms are looking for an experienced Farm secretary to assist them in the running and management of their farm business. Erpingham Lodge Farm is a 650 acre family-owned farm located off the A140, north of Aylsham.

Role: 1 Morning a week – 4-5 Hours – Days/Timings negotiable.

Company: Erpingham Lodge Farms

Location: Farm Office, Erpingham Lodge, Lodge Lane, Ingworth, Norfolk, NR11 6UQ

Salary: Negotiable.

Role Summary:

We are looking for a person who has previous experience working as a farm secretary, Farming knowledge and experience is essential. Experience using Farmplan software is also beneficial. The ability to think proactively and use initiative is essential in this role, as well as self-motivation, team spirit, a can-do attitude, and a high standard of written and verbal communication skills. The Farm Secretary should also possess an ability to effectively prioritise tasks and the workload and have an ability to accurately record minutes from meetings. This is an interesting role, where the post holder will support the farm partners administratively with various tasks. The role will include:

- Bookkeeping for Estate & Farm including digital VAT
- Payroll - including PAYE & Pension Scheme Submissions
- Farm assurance records and compliance
- Inputting of financial data to accounts software (Farmplan)
- Management of farm bank accounts - Cash Flow & Financial Reporting
- Invoice Management
- General office duties, answering phone, replying to enquiries, filing etc
- Minute taking at meetings.

If you are interested in the role, please send us your CV and a short cover letter to let us know a little about you. Please send to: mmmackintosh@hotmail.co.uk