

Farm Office Manager

An exciting opportunity has arisen for a Farm Office Manager to be based on a large family farm in Norfolk. It is a progressive, profitable and secure business with modern facilities and excellent working conditions.

The chosen candidate will be an experienced administrator, with good communication and organisational skills. The office manager will be able to take on responsibility, show initiative and pay close attention to detail. There will be involvement in all aspects of the business, working closely with the owners, directors and farm staff.

Duties will include, but are not limited to:

- Upkeep of Entry and Higher level schemes, basic payment schemes, livestock movement records, cattle and sheep passports etc
- Input crop information into Cropwalker and Gatekeeper, analyse data and carryout mapping and application plans as required
- Collation of information for contract farming agreements, pension arrangements and three payrolls.

Requirements:

- A broad knowledge of UK agriculture
- Previous experience of book keeping and office administrative work would be essential, though training will be given
- Excellent IT and communication skills
- A flexible approach to work and changing priorities

Remuneration commensurate with experience.

Assistance with accommodation and relocation would be considered.

Applications in writing (including CV) to:

L F Papworth Ltd, Lodge Farm, Felmingham, North Walsham, Norfolk, NR28 0LL,

or to recruitment@lfpapworth.co.uk.