J. & HM. ROBINSON

 Crossways Farm

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**New Farm Secretary Required!**

Dear all

We are a medium sized Arable family farm. We have diversified into contract farming, farm track repairs and we also have a 5ha Vineyard with winery on farm which we run ourselves, growing, making, and bottling our own wines through the Burn Valley Vineyard brand.

Our current secretary who is a IAgSA member, has been with us solidly for the last 25 years, has now decided to take her well earned retirement later this year, to spend more time with her family. Over her period with us, she has kept our books to an exceedingly high standard, using Farmplan business manager.

Our current arrangement is that she visits us once monthly, usually after the A/F invoice pack comes in. If needs be, we will squeeze another day in the month if required. This current arrangement works, but we really could do with scheduling in a twice monthly visit as we are now a little busier- with wine sales and the winery starting to take off. So, we would be looking for someone who could facilitate this, but we of course could be flexible to accommodate.

The role would include typical Farm secretary duties of payroll, monthly VAT submissions, sending of invoices, bank reconciliation and preparing the accounts for year end to our accountants… Amongst other tasks which always crop up!

Salary would be competitive, paid on an hourly basis with milage paid for both ways.

If this sounds of interest to you, and you would like to work with a young, energetic, go-ahead and can-do family team please get in touch via the above contact details. Please feel free to pick up the phone for an informal chat should you have any questions.

With kind regards

Jack Robinson