



THE COMMUNITY FARM ADMINISTRATOR

Main Purpose of the Job

The main purpose of post of administrator is to support both the Finance Manager and the Project Manager in order to ensure that the key objectives itemised in the Community Farm Business Plan are delivered on time and to budget.

Position in the Community Farm

Reports to: The Community Farm Project Manager

Main relationships: liaise with key Community Farm staff, in particular the Finance Manager , the Project Manager, Wholesale Manager and Farm Manager. Liaise externally with customers and suppliers, the land owner and other stakeholders as relevant.

Scope of the Job

- Managing day to day company finances including wages and general accounts
- Provide administrative support to the project manager and finance manager

Duties and responsibilities

Finance

- To be responsible for inputting all financial transactions, including sales and purchase invoices, into the accounting software.
- To be responsible for managing the creditor's ledger, ensuring good communication with those suppliers and making payments.
- To manage the debtor's ledger and chase payment, as and when needed.
- To liaise with our Finance Manager on a weekly basis, ensuring that data and information is correct and up to date.
- To produce accurate weekly reports on sales and wages to the directors and managers as requested
- Maintain and update Purchase Order
- Maintain and update detailed cashflow including all sales and purchases
- Bank reconciliation
- Tallying and banking from markets including weekly Bath Farmers market
- Prepare Month End accounts
- Prepare and submit VAT Returns

Administration

- To provide overall legal administration: licenses, health and safety, insurance, vehicles for all departments and all ensuing paperwork
- To administer the Community Farm's obligations and record keeping with Soil Association organic accreditation.
- To provide administrative support with regard to mailing, printing, filing, marketing
- To act as primary point of contact for all stationery needs

HR/ Payroll

- To run the weekly payroll and all ensuing administration
- To ensure all contracts, job descriptions and holiday requirements are in place

General

- To provide monthly reports to project and operations director within agreed template
- Be an enthusiastic and committed ambassador for the Community Farm and its key objectives of environmental sustainability and community engagement
- Develop clear and open methods of communication with other staff of the community farm
- Work independently at all times showing initiative and actively foster a 'can do' culture which will guarantee the success of the project
- Undertake additional duties commensurate with the post as may reasonably be requested from time to time
- Ensure activities meet with and integrate with the Community Farm's requirements for quality management, health and safety, legal stipulations, environmental policies and general duty of care

TERMS AND CONDITIONS

The successful applicant will be paid £10 per hour (dependent on experience) for 24 hours a week over 4 days with the need for some flexibility.

It is expected that the role finance role will take 3 days and the Admin 1 day.

This post will be based in Chew Magna, close to the farm.