



JOB VACANCY

1 Full Time or 2 Part Time Farm Administrator

roles required

Located - Exmoor

A position has arisen, within a small rural administration and land agent business that serves a portfolio of farms on and surrounding Exmoor. The position is based between client offices and the family's farm office, near Wheddon Cross.

It is an employed position requiring approx. 35-40 hours per week, with immediate start available. Either a full-time position or 2 positions with flexible hours over 2-3 days. Driving license is essential. Experience in agriculture is advantageous, and the position will cover all aspects of farm office administration for enterprises in Beef, Sheep, Arable and farm diversification including permanent rentals and holiday lets.

Salary: Dependent on experience

Key responsibilities:

- Entering sales and purchase invoices using QuickBooks and Xero (full training will be given on the systems, but the candidate would need to be familiar with using an accounting package).
- Performing bank reconciliations
- Monthly and quarterly VAT returns
- Weekly filing
- Weekly completion of livestock and crop records using farm software and excel (full training will be given, the candidate would need to be familiar with using farm software and excel).
- Updating Farm Assurance paperwork
- Contacting farmers when required
- General office admin to include replying to emails
- Website editing experience would be an advantage
- Countryside Stewardship and Sustainable Farming Incentive knowledge would also be an advantage

Attributes:

- Due to the nature of the work the candidate must be highly confidential
- Ability to work independently and as part of a team
- Good communication skills and confidence to talk to clients
- Self-motivated
- Well organised

Please send a cover letter and CV in confidence to: sophie.s497@icloud.com by Friday 23rd January 2026

Please feel free to contact **Sophie Rees on 07875 227497** should you wish to discuss the position.

www.reesrural.co.uk