

## ROYAL AGRICULTURAL UNIVERSITY – STUDENT/GRADUATE JOB VACANCY



<b>Name of Employer:</b>	<b>J Haig Hamilton &amp; Sons</b>
<b>Vacancy Type:</b>	<b>Farm Business Administrator</b>
<b>Full-time/Part time :</b>	<b>Part (up to 20 hours per week)</b>
<b>Start date:</b>	<b>To be arranged (any time from immediately to end July)</b>
<b>Background:</b>	<b>Our current farm office administrator is retiring after 30 years at the end of 2025 and we are looking for a replacement.</b>
<b>The Role:</b>	<b>Accounts preparation to Trial Balance for four businesses. Payroll administration. Record keeping and reconciliation for large potato and grain enterprises</b> <b>Supporting managers through a variety of general administration tasks using Word, Excel and Outlook.</b>
<b>Permanent/temporary:</b>	<b>Permanent</b>
<b>Location:</b>	<b>East Lothian, Scotland</b>
<b>Personal requirements:</b>	<b>Accounts training or experience</b>
<b>Other requirements:</b>	<b>Due to our rural location own transport is a necessity</b> <b>There is no accommodation with this post.</b> <b>Opportunity to expand own administration business in the area</b>
<b>Salary/Package:</b>	<b>This post could be either employed or self-employed if running own business.</b> <b>If employed, salary is well above the NMW</b>
<b>How to apply:</b>	<b>In the first instance by email to <a href="mailto:veronica@westfortune.co.uk">veronica@westfortune.co.uk</a></b>
<b>Contact Name and details:</b>	<b>Veronica Peet</b> <b>01620 880358 (Monday/Tuesday only)</b>

veronica@westfortune.co.uk

**Telephone no:**

01620 880358 (Monday/Tuesday only)

**Closing date for  
applications:**

30th April 2025

*The Royal Agricultural University makes no representation with regard to the advertised position referred to above. Students should make all reasonable enquiries to satisfy themselves as to the safety and suitability of the advertised post. The University makes all reasonable attempts to ensure that the details referred to are correct but accepts no liability of whatever kind as a consequence of any information that may be out of date or incorrect.*