

**Job Title:** Farm Business Secretary (Maternity Cover)

**Location:** Newbridges Farm, CV36 4JX

**Hours:** Full time, Monday to Friday, 40 hours per week (part-time/job share may be considered)

**Start Date:** Ideally December 2025, but can commence sooner if suitable

**Duration:** Maternity cover until October 2026, with potential for a permanent role for the right candidate

### **About Us**

**HG Heath & Sons** is a multi-generational family-run business combining large-scale arable farming and agricultural contracting with in-house engineering and manufacturing. The company operates over 1,685 ha—mixing owned, rented, and contract-farmed land—and delivers full field operations and services across the region.

In addition to arable production, the business runs a beef finishing unit. Its engineering division, Heath Engineering, specialises in designing and building robust agricultural machinery such as the infamous Heath bale chasers, trailers, and various attachments.

The business employs 23 full-time staff and is committed to modern, efficient, and well-managed operations.

**Newbridge Straw Products** was established in 2005 and is run by four members of the third generation of the Heath family. Home grown and local straw is processed on the main farm site creating high-quality baled and chopped straw. This is sold into the equestrian and livestock sectors across the UK via wholesalers and retailers.

While the role will cover both businesses, the primary focus during this maternity cover will be on H G Heath & Sons LLP.

### **About the Role**

We are seeking a highly organised and proactive Business Secretary to ensure the smooth running of office and administrative functions across our businesses. The role is office-based and involves bookkeeping, payroll, and agricultural record-keeping/management using a variety of software systems.

This position is maternity cover until October 2026, with the potential for a permanent role within the business thereafter for the right candidate.

### **Key Responsibilities**

- Bookkeeping and payroll for both businesses using Xero
  - To include (but not limited to) raising sales invoices, processing purchases invoices, bank reconciliations, submitting VAT returns
- Maintain accurate HR records, staff contracts, payroll, and training logs
  - Also support with the recruitment of staff, placing adverts etc
- Cropping management and record-keeping using Gatekeeper and Ag Drive
  - Including managing crop sales and contract ledgers, movements and payments

- Also, supporting with maintaining SOYL records, processing P&K requirements, producing variable rate fert plans and associated shape files, transferring to the tractors – training and support from SOYL will be given
- Cattle management and record-keeping using Farm Matters
  - Including preparing all relevant cattle sales paperwork
- General office administration, correspondence, and filing
  - Including sorting insurances - policy reviews, quotes, claims, renewals & ongoing updates
  - Also, making RPA submissions and agricultural grant applications
- Liaising with customers, suppliers, contractors, and other stakeholders
  - Including arrange equipment finance - obtain quotes and secure agreements, invoicing, coding and reconcile for the accounts
- Supporting the management of arable cropping arrangements across CFA, owned, and FBT land
  - Including liaising with landlords and/or their agents over rental / contract farming arrangements and assist with drawing up any necessary accounts, invoices, and agreements
  - Attending and supporting quarterly meetings
- Ensuring compliance with relevant regulations and deadlines
- Prepare reports and summaries to support management decision-making

### **Person Specification**

- Strong organisational and communication skills
- Competent in Microsoft Office (particularly Excel)
- Previous bookkeeping and payroll experience desirable (Xero experience an advantage)
- Knowledge of agricultural record-keeping software beneficial but not essential — training will be provided
- Ability to work independently and manage multiple tasks effectively
- Discretion and professionalism in handling sensitive business information
- A farming background and understanding of the wider industry would be advantageous

**Salary:** To be discussed at interview (starting at £30k but increased salary available for a more experienced manager candidate)

### **How to Apply:**

Please email your CV along with a covering letter/email detailing your relevant experience to [info@hgheath.co.uk](mailto:info@hgheath.co.uk). Applications should outline how your skills and experience make you a good fit for this role.

