



## **Farm Business Advisor H&H Land and Estates**

**Job Title: Farm Business Advisor - H&H Land and Estates**

**Reporting to: Director, H&H Land and Estates**

### **Overall Job Purpose:**

To assist the professional staff of H&H Land and Estates with all aspects of property related matters; the purchase, sale and lettings of primarily (but not exclusively) rural properties throughout the north of England; and to promote and expand the company's client base.

### **Job Description**

#### *Primary Accountabilities*

1. To liaise with and provide assistance to the professional staff of H&H Land and Estates including the following:
  - To attend with the professional staff as required on site visits
  - To produce maps and documentation as required
  - To provide information as required to relevant authorised external bodies.
  - To assist with the management of Rural Estates, Land and Residential Property portfolios.
  - To act on behalf of clients in respect of all payment schemes including but not exclusively stewardship, SFI and agri-environmental.
  - To maintain records on behalf of clients, advise on Government Directives related to agriculture, this to include but not solely limited to NVZ's, whole farm appraisals including nutrient plans, soil management plans etc
  - To assist with farm business management
  - To help clients understand and participate in environmental schemes, creating positive impacts on both their business and the environment.
  - To manage designated accounts, monitoring of payment status, liaison with appointed contractors and the retention of appropriate documentation.
2. To support and advise all clients in relation to both procedures and operations as required either face-to-face, by telephone, e-mail or letter.
3. To monitor any industry compliance or environmental issues with relevance for the company and to advise colleagues or seek further advice accordingly.
4. To improve the public perception of the company by representation at professional society events or farmers' group meetings as required and by face-to-face negotiations with clients.
5. To assist with or delegate any administrative requirements in relation to the company.

#### **Secondary Accountabilities**

1. To have an awareness of Health and Safety issues with relevance for the company and to advise colleagues or seek further advice accordingly.
2. Other ad-hoc duties that the employer determines fall within the job-holders capabilities.