



Allathan  
ASSOCIATES

## Farm Business Consultant/Trainee Farm Business Consultant: Job Description

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<b>Background:</b>	Allathan Associates is an agricultural consultancy practice providing detailed farm management and consultancy advice to a range of clients, primarily within north east Scotland, but also throughout the country. The role is wide ranging and covers a variety of farm types, with the core business lying broadly between the River Dee in Aberdeenshire through to the River Spey in Moray
<b>Job Title</b>	Farm Business Consultant or Trainee Farm Business Consultant: Full-time position although part time role may be considered for the right candidate(s)
<b>Location</b>	Turriff or Maud
<b>Start Date</b>	As available
<b>Working Hours</b>	Not fixed, but generally 8.30am to 5.30pm, Monday to Friday. Flexible hours needed for meeting deadlines as well as other peak workload periods, with a one hour break
<b>Working from Home</b>	The business will facilitate this option, but a primarily office/client-based role with occasional working from home is envisaged

### Job Purpose

To assist the partners and senior staff in dealing with their farm management and consultancy client workload, helping expand the client base, developing new lines of work, and meeting the business' objectives.

### Key Duties - Business

- To assist the team in all aspects of their current management and consultancy workload
- To identify opportunities for developing own portfolio of clients
- To respond timeously to client needs, and maintain good relationships with clients and colleagues
- To carry out duties efficiently and ensure best practice and professional standards are adhered to
- To assist the partners and senior staff with the management and ongoing development of the firm
- To comply with health and safety policies, and other legal obligations
- To maintain up-to-date technical and legislative knowledge
- To represent the firm diligently at external events

### Typical Duties – Client Focussed

- Provision of quality farm and estate management and consultancy services to existing and new clients
- Preparation of budgets, management reports, and financial analysis, monitoring and interpretation
- Implementation and supervision of Contract Farming Agreements
- Preparation of Single Application Forms and associated entitlement and cross compliance advice, including Whole Farm Plans
- Knowledge of landlord and tenant law



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Preparation and implementation of agri-environment, capital grant, and other rural grant schemes  
Instruction of contractors and staff on clients' behalf  
Crop and grassland management, dealing with suppliers, and agreeing sale/purchase contracts  
Potential for undertaking some crop and grassland husbandry services/training  
Compensation claims, and dealing with utility companies and renewable projects  
Carbon auditing

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### **Personal Profile**

#### **Person – Qualified Consultant**

University graduate with relevant rural/environmental Honours degree or equivalent to at least 2.2 level, or HND in relevant subject  
Ideally, minimum of 3 years employment as a consultant in the rural consultancy sector  
Effective team player, working with colleagues  
Conscientious, ambitious, and self-motivated, with ability to meet deadlines  
Clean driving licence and own reliable car  
Existing member of professional body (but could be assisted in the workplace if necessary)

#### **Person – Graduate Trainee**

University graduate with relevant rural/environmental Honours degree or equivalent to at least 2.2 level, or HND in relevant subject  
Effective team player, working with colleagues  
Conscientious, ambitious, and self-motivated, with ability to meet deadlines  
Clean driving licence and own reliable car  
Working towards membership of professional body – RICS, CAAV, BIAC, etc

#### **Specific Job Skills**

Developing track record in farm consultancy, agronomy and/or rural surveying with strong agricultural focus  
Ability to communicate by verbal and written word  
Technical knowledge of modern agricultural husbandry and systems across all sectors

#### **Computer Skills**

Adept with MS Office (especially Excel and Word) essential. Knowledge of GIS and book-keeping systems desirable

#### **Remuneration Package**

Salary - commensurate with experience  
Potential for discretionary performance-related bonus  
28 days holiday per annum  
Employer contributions to Personal Pension Scheme  
Private Healthcare Scheme  
Mileage allowance for business-related travel