CAREER OPPORTUNITY

OFFICE ADMINISTRATOR

PERMANENT | PART-TIME

Priory Farm Estate
Sandy Lane
South Nutfield
Surrey | RH1 4EJ

recruitment@prioryfarm.co.uk

www.prioryfarm.co.uk

@prioryfarmestate

HOURS OF WORK

Wednesday, Thursday, Friday

This is an on-site role.

We are offering between 15–24 hours per week, depending on the successful candidate's availability.

OUR IDEAL CANDIDATE

- Minimum of 2 years' experience as an Office Administrator (essential)
- Experience with Microsoft Office Suite (desirable)
- Experience with Xero accounting software (desirable)
- The flexibility to take on occasional extra days to support annual leave coverage and manage seasonal peaks

ABOUT THE ROLE

Due to business growth, we're looking for an experienced Office Administrator to join our team.

You'll play a key part in keeping our financial processes running smoothly, collaborating with the team, and ensuring accuracy across accounts.

KEY RESPONSIBILITIES

- Data entry and high-volume scanning, managing large quantities of paperwork efficiently and accurately
- Invoice processing and invoice matching, ensuring accuracy and keeping records up to date in a busy office environment
- General admin duties to support the smooth running of day-to-day operations
- Responding to emails in a timely and professional manner
- Answering phone calls and directing enquiries appropriately
- Cash counting and basic financial record keeping

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WHAT'S IN IT FOR YOU

- 29 days annual leave, prorated for part-time (to be taken during seasonal low periods)
- Induction and on-the-job training
- Staff discount
- Free Discovery Land entry
- Enhanced sick pay
- Loyalty awards
- Staff uniform provided
- Confidential Employee Assistance programme
- Free on-site parking
- Nest pension (eligibility criteria to be met)
- Well-maintained countryside surroundings

ABOUT US

Priory Farm Estate is an independent, family-owned business established in 1957.

Constantly evolving, the Estate has grown from its agricultural roots into a highly regarded retail, leisure, and hospitality destination, welcoming around one million visitors each year.

We operate multiple divisions across our cherished 150-acre site in Surrey, including:

- Our award-winning Farm Shop and Butchery
- A design-led Garden Centre
- Multiple cafés offering delicious, freshly prepared food
- Discovery Land, our much-loved family nature trail and adventure play area
- Seasonal events and more

HOW TO APPLY

APPLY NOW

To apply, please visit www.prioryfarm.co.uk/recruitment and complete our Application Form

THE PRIORY FARM VISION

Our vision is to establish Priory Farm as the number one leisure destination in the south of England, renowned for its unwavering commitment to quality, sustainability and offering exceptional customer service.

We are dedicated to creating timeless memories for visitors of all ages, fostering a sense of belonging and joy for all who visit.

Through the ongoing nurturing of our land and people, our focus on growth sustains long-term prosperity for the Estate and our surrounding community.