



Job Description

1. JOB INFORMATION

JOB TITLE: Grower Settlement Manager

BAND: 4

DEPARTMENT: Agri Finance

REPORTS TO: Head of Finance Agriculture

LOCATION: NI

2. JOB PURPOSE

Management of the Grower Settlement team to ensure controlled, efficient processing of all payment in line with agreed contractual terms.

Continuous development of the Settlement Process in line with business requirements.

3. RESPONSIBILITIES

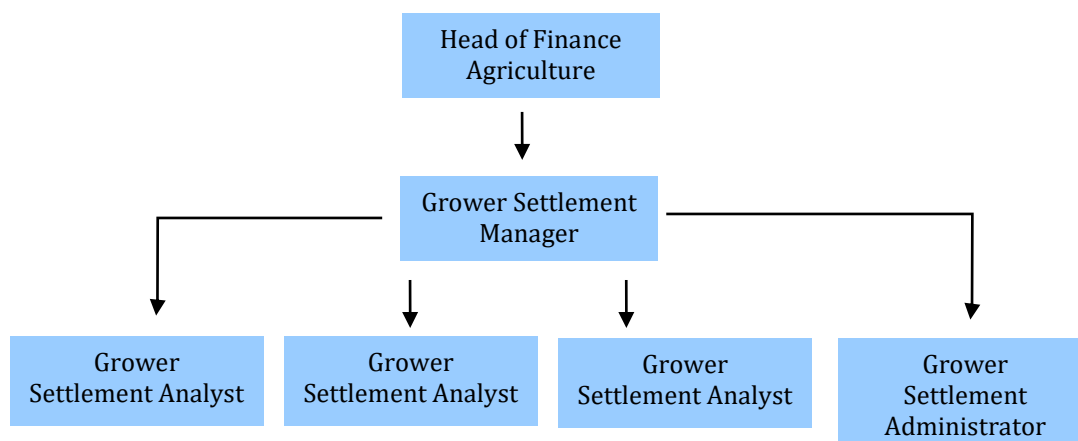
3.1 FINANCIAL

N/A

3.2 STAFF

4 Personnel – 3 Analysts & 1 Administrator

3.3 ORGANISATIONAL STRUCTURE / REPORTING LINE





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4. DUTIES/ RESPONSIBILITIES

- Manage the team in coordination & review of key inputs to the Grower Settlement Statement
- Managing the preliminary review process of all Settlement information by the team
- Liaising with Agriculture Operations, Finance, Suppliers & Growers on queries in relation to payments
- Ownership & drafting of all process SOP's & Controls for the settlement team
- Lead the team in accumulation & submission of twice weekly payment detail for upload by Accounts Payable to SAP for all Growers.
- Continuous development of the payment model for all area's in line with business requirements.
- Continuous development of the settlement team in enhancing their skillset & knowledge
- Any other Ad Hoc duties as requested by the senior Agriculture team.
- Create good working relationships with Growers & internal departments to ensure their reporting needs are met.

JOB DIMENSIONS

- The Group consists of five business units across four geographical regions with 14 manufacturing business units, turnover exceeding £800m pa.
- The Fresh Processing business consists of four processing factories and a rendering operation in both NI & GB.
- The Fresh Poultry Category exists in NI and GB with turnover exceeding £400m.
- Internal Contacts: Agriculture Finance Manager & Agriculture Accountants. Category team, Site GM's and senior managers
- External Contacts: Auditors, Customers & Suppliers.
- Ensuring provision of information as required to the Agriculture Finance Manager, Agriculture Accountants, Operations Managers & all other business partners as required.
- To work in a manner that actively seeks to reduce any negative environmental impact in relation to the processes and procedures operating within their area and across the wider business e.g. reduction of waste, recycling etc.

5. KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

Essential	Desirable
<ul style="list-style-type: none">• Experience of Managing a fast paced, high demand team.• Excellent numeracy & computer literacy skills• Strong organisation & attention to detail• Excellent communication skills• Ability to communicate with internal & external customers & suppliers• Positive attitude towards work &	<ul style="list-style-type: none">• Experience working within the Agriculture sector• Experience working in an accounting environment• MTech system experience

Date written: 28/05/2018
Last Updated: 28/05/2018

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Reference: AG BSC BSCR
Issue #: 1

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other people	
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6. HEALTH AND SAFETY RESPONSIBILITIES

- Take reasonable care the Health and Safety of yourself and others who may be affected by your actions.
- Work in a safe manner and observe the Company Health and Safety Rules and Procedures.
- Use the protective clothing and equipment provided.
- Report to your Line Manager any incidents that have led to or could have led to injury or an accident or have affected the environment.
- Report all injuries promptly that occur to your self at work and obtain the necessary first aid treatment.
- Cooperate with Managers and other personnel of the Company to achieve a healthy and safe workplace environment.
- Help in the investigation of accidents in order to prevent recurrence.
- Observe the Company personal hygiene requirements.
- Set an example of safe, correct behaviour, particularly to new entrants and young persons.
- Report any hazard / defect you may observe promptly to your immediate line manager.
- Report any shortcomings in systems of work or procedures to your line manager.
- Not to interfere with or misuse anything provided in the interests of health, safety and welfare or yourselves or your work colleagues.
- To comply with safe systems of work at all times
- To advise managers when not trained for tasks you are being asked to carry out.

	DATE:
JOB HOLDER:	
MANAGER:	
HUMAN RESOURCES REPRESENTATIVE:	

Note:

This description is intended to be a guide of what duties are most likely, but should not be taken as a definitive list. Moy Park reserves the right to vary duties and add duties as they see necessary.

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