



# Job Description

## 1. JOB INFORMATION

**JOB TITLE:** Management Accountant – Dungannon Business Unit

**BAND:** 3

**DEPARTMENT:** Fresh Poultry Business Unit

**REPORTS TO:** Finance Manager

**LOCATION:** Dungannon

## 2. JOB PURPOSE

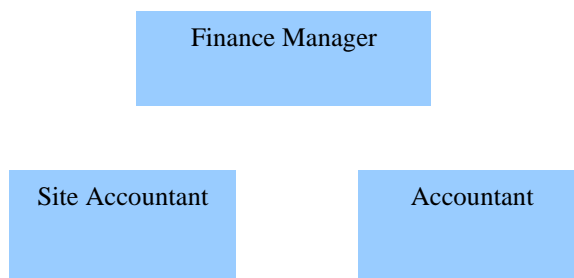
Providing a high quality, professional and responsive first class Accounting Service delivering effectively to Operational partners across the Fresh Business Unit in accordance with financial regulations, Group policies, procedures and best practice that support Pilgrim's Europe Premier Provider Plan.

## 3. RESPONSIBILITIES

3.1 FINANCIAL

3.2 STAFF

3.3 ORGANISATIONAL STRUCTURE / REPORTING LINE



## 4. DUTIES/ RESPONSIBILITIES

### JOB DIMENSIONS

- Preparation and timely reporting of weekly and monthly management accounts
- Reconciliation of balance sheet accounts
- Analyse and reconcile monthly Balance sheet
- Management of preparation of weekly KPI information for Finance Managers
- Support information requirements of Operations Managers, General Managers and Finance Managers in relation to the weekly and monthly accounts
- Assisting in the preparation of annual budget
- Assisting with Forecasting
- Track Performance vs Budget and Forecast, identifying areas for focus and improvement
- Provision of financial information to managers upon request

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- Be prepared to be a “task buster” identifying, highlighting and resolving issues as they arise within the weekly / monthly numbers.
- Identify and implement continuous improvement projects of accounting and financial reporting processes with the goal to achieve best practices and optimal output.
- Support Revenue Optimisation of site through preparation and analysis of Net Dock Reporting.
- Support with site Costings, ensuring accuracy and integrity of BOMs
- Support with the timely and accurate SOX control reporting
- Deputise for Finance Manager at meetings
- 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.
- Any other reasonable duties as may be required.

## **JOB DIMENSIONS**

- 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 £1bn.
- Internal Contacts: Site management teams including Commercial team, Site General Managers, Finance Managers.
- External Contacts: Auditors

## **5. MEASURABLE OUTPUTS**

- Preparation of weekly & monthly accounts to deadline.
- Management & preparation of weekly KPI information for review.
- Assist in the preparation of annual budget and assist with site forecast
- Provision of financial information to managers upon request

## **6. KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED**

<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"><li>• Qualified / Part Qualified (Final Stages).</li><li>• Excellent numeracy and computer literacy skills (data input, Excel, Microsoft Word)</li><li>• Experience of preparing weekly and monthly accounts.</li><li>• Proven Accounting Experience.</li><li>• Excellent communication and interpersonal skills at all levels</li></ul>	<ul style="list-style-type: none"><li>• Accounting experience ideally within a manufacturing environment</li><li>• Experience of using SAP / ERP System.</li><li>• Large Multinational Company exposure</li><li>• FMCG Experience.</li><li>• Costing experience.</li></ul>

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<ul style="list-style-type: none"><li>• Strong analytical ability</li><li>• Ability to meet challenging deadlines, prioritise work and be accurate.</li><li>• Ability to travel across the group</li></ul>	
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### 7. 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 yourself 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.
- Any employee breaching employee health and safety responsibilities will be liable for investigation which may result in disciplinary action in accordance with the Company's disciplinary policy.

	<b>DATE:</b>
<b>JOB HOLDER:</b>	
<b>MANAGER:</b>	
<b>HUMAN RESOURCES REPRESENTATIVE:</b>	

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*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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