**Role Description & Personal Profile**

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| **Role** | |
| **Job Title:** | Finance Manager |
| **Division:** | AB Neo Poland |
| **Department:** | Finance |
| **Location:** | Smigiel |
| **Role Type:**  Permanent, FTC etc | Permanent |
| **Team Structure:**  Reports to, Direct & Indirect Reports | Reports to: AB Neo Finance Director (located in UK)  Direct Reports: x 1 |

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| **Description** | |
| **Impact Statement:**  The contribution of the role to achieving the overall business objective. Span of impact.  Main purpose, focus of the role. | The Finance Manager is a critical Finance role and key member of the site management team with responsibility for the site financial control environment, reporting (management & financial) and Finance business partnering. The Finance Manager role also leads the use of business systems and reporting tools.  Responsible for financial evaluation of risk, management reporting, budgeting & forecasting and partnering site and commercial leads. |
| **Feed Safety** | Understand the impact of processes and actions on Feed Safety.  Carry out tasks and procedures as trained. |
| **Key Responsibilities:**  The key objectives and accountabilities of the role. (5 to 10 areas) | * Key member of site management Including finance partnering with site management team. * Lead site Finance team of 1. * Management reporting that details and engages the performance drivers across Commercial and Production operations. Reporting includes management & financial reports for site management, AB Neo and AB Agri. * Leads the use of key business systems across the site, including Optima ERP & PowerBI, to ensure business processes are efficient and effective. * Credit control responsibility including management of credit insurance * Finance lead for capital investment projects. * Responsibility for forecasting & budgeting site P&L and Balance Sheet. * Lead Financial control processes on site so that the site is compliant with ABF Financial Controls (FCF & Red Book). * Leading the audit relationships and planning for Internal and external audits. * Own the relationship with the sites external finance support partners. The external finance support partners provide services including entry and transaction into ERP, production of P&L and Balance Sheet, Tax and financial reporting |
| **Key Stakeholders**  What are the challenges of the relationships, communication strategies required etc | Finance Director  AB Neo Poland Management Team  AB Neo Leadership teams  Commercial Team  Procurement Team  Supply Chain Team |
| **Scope**  Depth, Breadth of knowledge application, ability to innovate, complexity of tasks, budgetary responsibility | A role requiring a practical and pragmatic approach, with a strong grasp of the fundamental underlying finance processes and control environment and a solid understanding of key business systems. Not afraid to challenge, doing so with the appropriate level of understanding of the business |

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| **Person Specification** |  | **Essential / Desirable** |
| **Knowledge:**  Consider number of years’ experience, any formal qualifications genuinely necessary or any key areas of knowledge. | * Qualified accountant with demonstratable experience of accounting principles, processes, and procedures * Knowledge of IFRS reporting * Budgeting and forecasting experience * Proven analytical skills * Knowledge of Polish tax * Business Partnering experience * Commercial finance experience * High levels of accuracy and attention to detail * Excellent communication skills with the ability to flex style to liaise with a wide range of stakeholders * Must have excellent organisational skills and the ability to prioritise differing demands in a busy environment * Strong working knowledge of business systems (ERP and PowerBI) * Strong knowledge of Microsoft Office, especially Excel * Polish & English language skills (verbal & written) * Strong knowledge of Polish accounting and reporting requirements | E  D  E  E  D  D  D  E  E  E  E  E  E  E |
| **Key Behaviours:**  Consider which of our guiding principles are particularly relevant and also any role specific behaviours | * Drives performance in self and others * Results oriented * Challenges the status quo; * Creative problem solver, ability to see both the big picture and manage the detail * Responds positively & effectively to changing business priorities * Effective communicator with confidence to interact with senior managers. * Ability to engage across the division and build relationships across the ABF business. | E  E  E  E  E  E  E |
| **Other factors:**  Travel, Shift Working, HGV Licence etc | Adopt a creative use of technology, travel, communication mediums and face to face interaction to deliver results & team engagement, whilst achieving a sensible work life balance. | E |
| **Date Agreed:** |  | |
| **Authorised by:** |  | |