**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
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| **Key Stakeholders**What are the challenges of the relationships, communication strategies required etc | Finance DirectorAB Neo Poland Management TeamAB Neo Leadership teamsCommercial TeamProcurement 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
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| **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.
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| **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:** |  |