**Role Description & Person Profile**

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| Job title: | Farm Data Analyst |
| Reports to: | Sue Martindale |
| Location: | Flexible Hybrid Working arrangement with office facilities at Dunston, Nr Stafford |
| Direct & Indirect Reports: | Corporate Project Managers & consultants |
| Role Overview | The successful candidate would be responsible for providing support to our corporate account managers and field consultants, as well as working closely with Kite clients. Fundamental aspects of the role include data management, collation and verification. In addition, the role includes direct client support activities on farm. Agricultural industry knowledge is helpful for this role. |
| Key Responsibilities: | * Administration and delivery of data for key projects * Liaison with account managers to ensure team targets and deadlines are met * Identifying and reporting effective solutions for any delivery issues and/or identified risks * Ensuring high level quality control and assurance * Producing data extracts and reports to agreed deadlines * Developing new reports as required linked to client requirements * Xero accounts set ups and on farm demonstration of Xero to farmers * Dealing with queries from the on-farm data collection team in a timely and efficient manner * Ability to learn, understand and apply new technologies * Project Management and problem solving |
| Budget Responsibility: | None |

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| **Person Profile/Knowledge**  Experience, any formal qualifications and necessary keys areas of knowledge or experience. | | |
| **Essential** | | **Desirable** |
| Knowledge of accounting systems ie Xero | | AAT Qualification Level 3 or experience of management accounts. |
| Data analysis experience | |  |
| Experience of web-based technologies for delivering products and services | |  |
| High level MS Excel, Power BI, PowerPoint and Word skills | |  |
| Analytical ability with good logic and numeracy skills | |  |
| **Key Behaviours** | * Effective Time Manager * Ability to work to deadlines under pressure * Excellent communication skills (verbal & written) * Ability to learn, understand and apply new technologies | |
| **Other Factors**  Travel, shift pattern, working hours, Licence type etc. | Full-time position 8.30am-5pm Monday to Friday  Would also need to travel to meet with colleagues etc  Full clean diving licence required. | |

**Please note that the footer in page 2 should only be on the last page of the document. If you go over 2 pages, please move the image from page 2 onto your last page.**

Our beliefs are bold, our ideas innovative and our people are positive and passionate. We believe the UK dairy will continue to succeed and prosper by embracing the principles of #People#Planet#Profit.

**Team:** Our team culture value the roles that every individual plays in the wider team and business. We value those who dare to think differently, who bring ideas and innovative solutions and who are inspired by working with great people and great farmers.