**Role Description & Personal Profile**

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| **Role** | |
| **Job Title:** | Chief Accountant |
| **Division:** | AB Neo |
| **Department:** | Finance |
| **Location:** | Poland |
| **Role Type:**  Permanent, FTC etc | Permanent |
| **Team Structure:**  Reports to, Direct & Indirect Reports | Reports to: Finance Manager  No Direct Reports |

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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. | * Lead accounting books according to Polish law and AB Neo rules. * Financial Controls will also be a key element of the role. Ensuring that controls are robust and risks are managed across the AB Neo Poland business. * Prepare financial statement according to the law * Control accounting books * Work closely with the business to improve understanding of accounting principals and what effect it has |
| **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) | Maintaining full company accounting in accordance with applicable regulations and accounting policy.  Supervision of accounting processes in the company, cooperation with the Tax Office, Central Statistical Office, banks and other institutions.  Preparation of financial statements at the end of the year.  Ensure reporting and processes are simple, streamlined and continuously improving.  Preparation of VAT/CIT/GUS/NBP/Intrastat declarations.  Preparation of data for external and internal audit.  Preparation of the balance sheet, profit and loss account, cash flow statement  Supervision of the workflow of financial and accounting documents |
| **KPI’s** | Timely and accurate preparation of financial statements  Improving accounting processes  Understanding AB Neo finance processes |
| **Key Stakeholders**  What are the challenges of the relationships, communication strategies required etc | AB Neo Poland business  AB Agri Central Finance Team (Peterborough) |
| **Scope**  Depth, Breadth of knowledge application, ability to innovate, complexity of tasks, budgetary responsibility | A role requiring someone who is able to build close working relationships with their stakeholders, providing support and insightful finance information.  Identifies opportunities to drive continuous improvement in finance performance and processes. |

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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 * Good knowledge of accounting principles, processes and procedures * Good analytical skills * Good Excel skills | E  E  D  E |
| **Key Behaviours:**  Consider which of our guiding principles are particularly relevant and also any role specific behaviours | * Work as a team – and be self-sufficient to work individually as required. * Excellence at speed – delivers quality results first time and to agreed deadlines. * Effective communicator with confidence to interact with business. * Build relationships within the business | E  E  E  E |
| **Other factors:**  Travel, Shift Working, HGV Licence etc | Hybrid – working 3 times a week in the office, 2 times from home (week) |  |
| **Date Agreed:** |  | |
| **Authorised by:** |  | |