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| SECTION 1 – IDENTIFYING INFORMATION |
| Job Title | Master Data Controller | Department | Finance |
| Function | Master Data | Site | Thorpe Park |
| Date | March 2025 | Approved by(manager) | Allie Hill |

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| SECTION 2 – JOB SUMMARY |
| The Master Data Controller is the guardian of the Group’s ERP, and associated, system data. This includes data such as items (Finished Goods, WIP, Raw Materials and Packaging), pricing, suppliers, customers and associated data fields, all of which is fundamental to the efficient and effective operation of the business. This person, alongside other members of the master data team, will:* be responsible for the creation and maintenance of all data associated with suppliers, customers, raw materials, packaging, WIP and finished goods, which includes supply chain, procurement, pricing, commercial, technical and manufacturing data
* be responsible for working alongside Procurement to ensure accurate pricing data is held within the system, such that Purchase Orders are auto created with correct Units of Measure and pricing data
* be responsible for working alongside Accounts Payable to review supplier data versus system data so as to improve the % of supplier invoices which are automatically processed by the system without manual intervention
* be responsible for working alongside Supply Chain to ensure the ERP system data is set up to order the right products at the right time from the right suppliers into the right site
* be responsible for working alongside Technical to ensure the ERP system data contains the right Quality data, such as Quality Groups/Questions and Allergens
* be responsible for working alongside the Commercial team to ensure the ERP system data is set up to invoice the right products at the right time to the right customer at the right price
* work closely with NPD to understand future SKU changes so these can be reflected within the ERP system in a timely manner
* design (in conjunction with other departments), write and implement new ERP system and data processes, as well as looking to improve and harmonise existing processes, both within, and external to, the ERP system
* help the business identify, investigate and resolve any data issues, as soon as they arise
* develop and rollout processes for the capture of any new data, as required (e.g. EPR)
* be responsible for ensuring compliance with all Sarbanes Oxley (SOX) processes and controls and having the correct evidence to support this (including compilation of the weekly SOX reports)
* be responsible for providing audit evidence to both internal and external auditors with zero audit failures
* maintain barcode data within the external GS1 system
* maintain packaging data to deliver upon the EPR / PRN obligations
* input into ad hoc projects, as required
* Analyse and resolve any data inconsistencies identified which impact business process and reporting

The role is across the Hain Celestial UK Group covering all trading entities and IT systems. |

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| SECTION 3 – KEY ACCOUNTIBILITIES | % OF TIME |
| Create and maintain all supplier, customer, item data (raw materials, packaging, WIP and finished goods) within the ERP, and associated, systems. Work alongside the relevant departments to ensure pricing, supply chain data and technical data is accurate within the system. This may require an element of data cleansing. | 50% |
| Assist colleagues with any data queries or issues. This will sometimes require an element of investigation and resolution as well as the provision of accurate, timely information.  | 20% |
|  Weekly SOX reports | 10% |
| Input into the many ongoing projects to ensure smooth delivery from a master data perspective. | 10% |
| Maintain barcode data within GS1 and packaging data for EPR / PRN obligations. | 5% |
| Other ad hoc duties as & when required. | 5% |
| SECTION 4 – EDUCATION & EXPERIENCE |
| Education Level (i.e. Degree, Prof. Quals., etc) | Must have GCSE, or equivalent, qualifications |
| Years Experience (i.e. Relevant experience, Industry Experience, Management level experience, etc) | * 2-3 years’ previous experience of working with complex ERP systems, ideally in a data role
* Experience of working in a manufacturing business (because ERP systems tend to be less complex in service organisations)
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| Key Capabilities and Characteristics (Interpersonal skills, specific competencies, specific skills, etc) | * Understanding of how a complex ERP system works, especially in relation to data
* Ability to design, write and implement new processes and procedures
* Ability to identify improvement and harmonisation opportunities within a business and deliver these
* Ability to interact positively and effectively with all stakeholders within a business
* Ability to work with, and analyse, large sets of data
* Great organisational skills and attention to detail
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| SECTION 5 – DIMENSIONS & SCOPE |
| Budgetary ResponsibilityNone | Direct/Indirect BudgetNone | Size/Amount |  |
| Other key dimensions(.e.g. sales, products, skus, reports, invoices, etcPlease put description and numbers |   |

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| SECTION 6 – CONDITIONS OF ROLE |
| State any conditions for role(e.g. Travel requirements, site specific/multi-site, Physical conditions i.e. Hot/Cold, indoors/Outdoors, hazardous, etc) | Site visits may be required on an ad hoc basis  |

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| SECTION 7 – POSITION IN ORGANISATION |
| **Peer Positions (list below)** | Team Size (if none put 0) | 3 (including this role) |
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|  | Reports to (Job Title) | Group Financial Controller |
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|  | **PLEASE ENSURE YOU ATTACH CURRENT ORGANISATION CHART** |
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| SECTION 8 - SIGNATORIES |
| Job Holder Signature |  | Manager Signature |  |
| Name |  | Name |  |
| Date |  | Date |  |