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| SECTION 1 – IDENTIFYING INFORMATION | | | |
| Job Title | Operations Accountant | Department | Divisional Finance |
| Function | Finance | Site | Farmhouse Fare, Clitheroe |
| Date | 20th November 2016 | Approved by  (manager) | Andy Sills |

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| SECTION 2 – JOB SUMMARY |
| Provide support to the Senior Operational Accountant, Head of Divisional Finance, and factory management teams with regard to operational performance – providing costing, analysis, commentary and proposals for improvement. Assisting with monthly management accounts for the factories and Division, and preparation of budgets and forecasts. Input into capital expenditure proposals as required. Provision of operational analysis for decision making purposes, including review and validation of costings. |

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| SECTION 3 – KEY ACCOUNTIBILITIES | % OF TIME |
| Assisting with the Preparation, analysis and commentary relating to key factory performance indicators | 10% |
| Preparation of Standard costs and Labour standards – including annual review, new product launches and ad hoc queries | 30% |
| Working with factory teams to improve performance through financial support on projects and costings | 10% |
| Assisting with monthly management accounts | 15% |
| Capital expenditure proposals – support and challenge for proposed projects | 10% |
| Decision support on an ad hoc basis, providing guidance and challenge | 15% |
| Assisting with the preparation of annual budgets and quarterly forecasts | 10% |

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| SECTION 4 – EDUCATION & EXPERIENCE | |
| Education Level (i.e. Degree, Prof. Quals., etc) | Qualified accountant |
| Years Experience (i.e. Relevant experience, Industry Experience, Management level experience, etc) | 3 years in industry |
| Key Capabilities and Characteristics (Interpersonal skills, specific competencies, specific skills, etc) | Strong interpersonal skills, able to work collaboratively as well as independently. High degree of task / delivery focus. Excellent numerical, written and verbal communication skills. Demonstrable understanding of operational issues and the impact on commercial decision making. |

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| SECTION 5 – DIMENSIONS & SCOPE | | | |
| Budgetary Responsibility - No | Direct/Indirect Budget | Size/Amount |  |
| Other key dimensions  (.e.g. sales, products, skus, reports, invoices, etc  Please 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) | The responsibility is for our production site in Clitheor so this will be the main site for day to day duties. However there will be a need to be available to attend meetings at other sites on an adhoc basis. |

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| SECTION 7 – POSITION IN ORGANISATION | | |
| **Peer Positions (list below)** | Team Size (if none put 0) | 1 |
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|  | Reports to (Job Title) | Senior Operations Accountant |
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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 |  |