

JOB AND PERSON SPECIFICATION

Job Title:	BUUK Finance Director	Reporting to:	Managing Director
Role Grade Level:	Director	Areas:	BUUK

Job Purpose:-

To ensure we have a financially sustainable and profitable business with appropriate controls.

Always ensure these duties are completed in line with site rules, legal regulations and company procedures relating to all aspects of food safety, statutory health and safety and people management.

Must Haves:

Financially Qualified – CIMA / ACA / ACCA

Experience of managing whole business

Experience at a senior level in another business in another domain

Some ability/understanding of the French Language and advantage but not essential.

Good interpersonal, leadership and communication skills

Exceptional influencing skills

Able to take clear decisions quickly and under pressure

Role Specific Accountabilities:

1.	To control the financial and risk strategy of the BU UK, produce annual accounts, management information and budgets, identifying levers to enhance business performance and keep control of costs and comply with regulatory requirements
2.	Overall control of the annual statutory accounts and the audit process for all companies in the BU UK. Review of the consolidated weekly accounts and the review and presentation of the monthly consolidated management accounts.
3.	Responsible for annual production of 3 year strategic and financial plans
4.	Control of annual budgetary process. Working with all departments to ensure that a realistic and achievable budget is presented to Group. Thereafter ensuring that this budget is monitored closely with all Directors, managers/budget holders on a monthly basis and obtaining explanations for all significant variances
5.	Audit Control – Internal & External – implementation, improvement and review of controls and financial procedures throughout the BU UK.
6.	Working Capital Management, Treasury management and cash flow monitoring, responsible for monitoring daily cash levels, foreign currency requirements, hedging and borrowing levels of the BUUK.
7.	Responsible for all of the BU UK financial reporting to Group including twice yearly consolidations and inter-company reporting. To ensure accuracy & trust in figures reported
8.	Insurance – annual review with insurance brokers to ensure that all identified risks are covered at affordable premiums
9.	Project Appraisals & Cost vs. Benefit Analyses. Supporting Commercial and Business Operations to ensure performance and sales
10.	Overall responsibility for Product costings. Involvement in tender processes
11.	Adequate challenge, control and monitoring of all capital expenditure including large capital project sign off
12.	Review of corporation tax and tax planning. Liaising with Tax Advisors to ensure that the BU UK not only complies with all UK Tax reporting requirements but also in addition minimises the overall tax liability and maintains beneficial cash flow.
13.	Member of Group Finance and IT Corporate Committees
14.	To support strategic growth projects for the Company via acquisition and expansion
15.	To attend, participate and contribute to Board meetings, inputting into 3 year plan
16.	Business partner to Managing Director to sign off key business decisions
17.	Ensure system and procedures are carried out in accordance with documented company working instructions with relevant internal controls in place
17.	Ensure all contractual arrangements are adequately reviewed, that terms and conditions are the most favourable possible, and are entered into by authorised signatories.
18.	Member of Crisis Team and Product Recall Team

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19.	Overall responsibility for the IT infrastructure on UK sites and responsible for the roll out and implementation of the FlorIS ERP system into all companies within the BU UK
20.	To carry out due diligence checks on the business
21.	Pension governance
22.	To manage and motivate staff working within his/her area of responsibility through performance reviews and appraisal
This list of accountabilities is not intended to be exhaustive but gives a general indication of duties and responsibilities. All employees are expected to work in a flexible manner and acknowledge that duties not specifically covered in their job description are not excluded.	
Core Requirements when undertaking the role:-	
1.	To develop and implement the Company Strategy for the UK to enable the Company's goals and objectives are achieved, ensuring Agrial Group Strategy is integrated within the BU UK strategy.
2.	To represent the Business Unit at Group level and, in reverse, represent and interpret the group's policies to the management of the business unit.
3.	Confidently lead and inspire people and individuals using exceptional management skills being both approachable and credible.
4.	Communicate effectively both in writing and verbally to influence high standards of service and delivery. Make quick confident decisions whilst under pressure.
5.	Show integrity and confidentiality in respect of your role and business information/affairs. Ensure General Data Protection Regulation (GDPR) is adhered to at all times.
6.	Demonstrate tasks and accountabilities competently at all times and carry out any other duties, commensurate with the role to meet the objectives of the business.
7.	To follow all guidance laid out in Agrial's Delegation of Powers & Responsibility Document

Health and Safety Responsibilities	
To ensure company and statutory Health and Safety regulations and requirements are met at all times.	
<ul style="list-style-type: none"> • Help define health and safety objectives in their area of responsibility; • Participate in developing and approving prevention programmes (mechanisms and resources) in line with the objectives defined; • Allocate the necessary resources to carry out these programmes; • Support and/or participate in the implementation of prevention programmes in their area of responsibility; • Help manage the process within their area of responsibility. 	
<p>General:</p> <ul style="list-style-type: none"> • Demonstrate their exemplariness and are uncompromising when it comes to compliance with operational rules and health and safety procedures within their area of responsibility; • Visibly demonstrate their health and safety involvement on the ground; • Are attentive to employees' needs, particularly on health and safety issues; • Validate exemplary behaviour/actions and celebrate good health and safety results; • Communicate regularly on health and safety issues; • Encourage employees to report minor accidents, near-accidents and hazardous situations, as well as ideas for improvements; • Ensure that health and safety rules are applicable, known, understood and followed; • Trigger the disciplinary process whenever necessary; • Implement a proactive health and safety culture; 	
<p>Within your scope of work:</p> <ul style="list-style-type: none"> • Ensure that risk assessments are carried out for their teams, activities, work environments and new projects; • Ensure that the main regulatory health and safety requirements applicable to their area of responsibility are identified, complied with or subject to a compliance plan; • Participate in devising health and safety measures and operational rules and ensure the implementation of action plans within their area; • Ensure that employees are properly trained in job performance and risk control; • Actively participate in analysing the causes of the most significant events (serious accidents or near-accidents); • Define corrective and preventive health and safety measures and ensure their relevance and implementation; • Carry out field discussions with employees on the human aspects of prevention (Behavioural Safety Visits, STOP observations, etc.); • Participate in employee information and communication initiatives (e.g. Prevention Minutes, Safety Contacts, etc.); • Support and assist their local managers with their health and safety management practices; • Ensure the involvement of employees in all these various health and safety processes. 	

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EPIC Values			
Excellence	Positivity	Innovative	Co-operation
<ul style="list-style-type: none"> Set and maintain high standards. Be accountable and lead by example. Encourage continuous improvement. Work with integrity – winning the right way. Have pride and passion in what we do. Actively develop people. 	<ul style="list-style-type: none"> Have a can do attitude. Act as ambassadors for our business and departments. Be tenacious. Have a belief in ourselves and our teams. 	<ul style="list-style-type: none"> Inspire and promote creative thinking. Drive ideas and innovation in all areas of the business. Encourage input from all. New ways of working. Agility to change. Entrepreneurial spirit. 	<ul style="list-style-type: none"> Put teamwork at the heart of everything we do. Promote sharing and best practice across teams both in the BU and in the Group. Be engaged – one team, bought into common goals. Show respect for the individual looking after our employee's wellbeing. Driving sustainability.

Job Holder Name: _____

Job Holder Signed: _____

Date: _____

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