

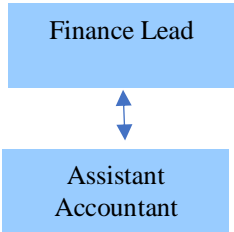


Job Description



1. JOB INFORMATION	
JOB TITLE:	Assistant Accountant (Hatcheries)
BAND:	4
DEPARTMENT:	Finance
REPORTS TO:	Finance Lead Agri Business & Hatcheries
LOCATION:	Dungannon

2. JOB PURPOSE
Providing a high quality, professional and responsive first class Accounting Service delivering effectively to Business partners across the Agri Poultry Business Unit in accordance with financial regulations, Group policies, procedures and best practice that support Moy Park's Premier Provider Plan.

3. RESPONSIBILITIES
3.1 FINANCIAL
3.2 ORGANISATIONAL STRUCTURE / REPORTING LINE


4. DUTIES/ RESPONSIBILITIES
<u>JOB DIMENSIONS</u>
<ul style="list-style-type: none">• To support with preparation and timely reporting of weekly and monthly management accounts• To take responsibility for sections of the P&L and prepare reporting of variances against standard and budget within the normal reporting deadlines.• Reconciliation of Monthly balance sheet accounts• Reporting of weekly KPI information for Business Unit• Support information requirements of Operations Managers, General Managers and Finance Managers in relation to the weekly and monthly accounts• Assisting in the preparation of annual budget and Forecasting• Maintain and upload capital spend trackers.• To provide support to the overhead reporting and control process.• Assist in weekly revenue and cost reporting to site teams• To constantly review and evaluate routine processes with a view to eliminating all non-value adding tasks.

Date written: 17/03/11
Last Updated: 04/02/13

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Reference: DG F BSMA
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- Identify and implement continuous improvement projects of accounting and financial reporting processes with the goal to achieve best practices and optimal output.
- To work in a manner that actively seeks to reduce any negative environmental impact in relation to the processes and procedures operating within their area and across the wider business e.g. reduction of waste, recycling etc.
- To complete any additional ad hoc duties as required.

JOB DIMENSIONS

- The Group consists of four business units across three geographical regions with 14 manufacturing business units, turnover exceeding £1.2bn pa.
- To work in a manner that actively seeks to reduce any negative environmental impact in relation to the processes and procedures operating within their area and across the wider business e.g. reduction of waste, recycling etc.

5. MEASURABLE OUTPUTS

- Preparation of weekly & monthly accounts to deadline.
- Management & preparation of weekly KPI information for review.
- Assist in the preparation of annual budget
- Provision of financial information to managers upon request

6. KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

Essential	Desirable
<ul style="list-style-type: none"> • Part Qualified, AAT or qualified by experience with a sound technical financial understanding. • Excellent numeracy and computer literacy skills (data input, Excel, Microsoft Word) • Proven Accounting Experience. • Excellent communication and interpersonal skills at all levels • Strong financial processes and systems experience • Strong analytical ability • Ability to meet challenging deadlines, prioritise work and be accurate. 	<ul style="list-style-type: none"> • Experience working within a Finance team with exposure to variance analysis • Experience of preparing weekly and monthly accounts. • Experience of using SAP / ERP System. • Large Multinational Company exposure • Experience in a food manufacturing environment



Job Description



7. HEALTH AND SAFETY RESPONSIBILITIES

- Take reasonable care the Health and Safety of yourself and others who may be affected by your actions.
 - Work in a safe manner and observe the Company Health and Safety Rules and Procedures.
 - Use the protective clothing and equipment provided.
 - Report to your Line Manager any incidents that have led to or could have led to injury or an accident or have affected the environment.
 - Report all injuries promptly that occur to yourself at work and obtain the necessary first aid treatment.
 - Cooperate with Managers and other personnel of the Company to achieve a healthy and safe workplace environment.
 - Help in the investigation of accidents in order to prevent recurrence.
 - Observe the Company personal hygiene requirements.
 - Set an example of safe, correct behaviour, particularly to new entrants and young persons.
 - Report any hazard / defect you may observe promptly to your immediate line manager.
 - Report any shortcomings in systems of work or procedures to your line manager.
 - Not to interfere with or misuse anything provided in the interests of health, safety and welfare or yourselves or your work colleagues.
 - To comply with safe systems of work at all times
 - To advise managers when not trained for tasks you are being asked to carry out.
- Any employee breaching employee health and safety responsibilities will be liable for investigation which may result in disciplinary action in accordance with the Company's disciplinary policy.

	DATE:
JOB HOLDER:	
MANAGER:	
HUMAN RESOURCES REPRESENTATIVE:	

Note:

This description is intended to be a guide of what duties are most likely, but should not be taken as a definitive list. Moy Park reserves the right to vary duties and add duties as they see necessary.

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