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| ROLE PROFILE |
| Job title | Financial Planning & Analysis Accountant | Date | 15/04/2025 |
| Business | Savoury Pastry Category |
| Department | Finance |
| Location | Cornwall |
| ROLE SUMMARY  |
| We have a need for a CIMA/ACCA qualified (or qualified by experience) Finance professional to join the Savoury pastry Finance team. The role reports into the Financial Planning & Analysis Manager / Category FBP, Savoury Pastry, and provides value-add financial support to both the Brand and Category Teams, as well as the wider Savoury Pastry Finance team including forecasting, budgeting, board reporting and overhead control. The individual will have strong financial disciplines and deliver high-quality, value-add analysis into the business. |
| REPORTING STRUCTURE |
| Reports to | Financial Planning & Analysis Manager / Category FBP, Savoury Pastry |
| Direct & indirect reports | None  |
| Key internal stakeholders | Savoury Pastry Finance Team |
| Key external stakeholders | None |
| SKILLS & ABILITIES  |
| * Support the Financial Planning & Analysis Manager
* Support operational control – particularly on Indirect Labour and Overheads.
* Produce and populate the budgeting and forecasting packs and submissions for Savoury Pastry, including the allocation modelling (Brand and Category, for Site and Customer P&Ls), and submissions to Group.
* Produce the Operational Performance pages of the boards packs
* Manage the outputs of overhead and indirect labour review meetings
* Work closely with the Management Accounts and Commercial Finance teams to ensure understanding of and capturing of relevant information for analysis and budgeting / forecasting.
* Produce rolling forecasts.
* Builds and maintain effective relationships with both Finance and non-finance stakeholders within the Site, the Savoury Pastry Category and the wider Samworth Brothers Group.
* Support the Head of Operational Finance with any other ad-hoc duties as required.
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| KNOWLEDGE & UNDERSTANDING |
| * Strong financial acumen
* Extensive knowledge and appreciation of manufacturing processes.
* Good understanding of/background in food manufacturing
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| QUALIFICATIONS, EXPERIENCE, TECHNICAL SKILLS / KNOWLEDGE |
| Qualified / Part Qualified – CIMA/ACCAUnderstanding of/background in manufacturingProblem solving skillsComputer literate – especially ExcelConfident communicator with financial and non-financial colleaguesBe able to demonstrate expertise in all aspects of manufacturing and commercial finance, including management of product mix and complexity, management of margins in volatile commodity markets (including the use of inflation/deflation ‘flow through’ cost models with the retailers) and rigorous cost management;  |
| CORE COMPETENCIES, ATTRIBUTES & BEHAVIOURS FOR SUCCESS |
| Competency | Descriptors |
| Values People | Demonstrates the belief that people are our most important asset and central to the success of the organisation. Everybody should be treated with dignity and respect at all times. |
| Customer Focus | Is passionate about quality, striving to continuously make a positive difference for our customers and our consumers. |
| Collaborative Team Working | The willingness to act as part of a team and work towards achieving shared objectives through adopting best practice in line with our Purpose Statement and Company Values. |
| Flexibility & Adaptability | The ability to change and adapt own behaviour or work procedures when there is a change in the work environment, for example as a result of changing customer needs. |
| Initiative & taking ownership | Steps up to take on personal responsibility and accountability for tasks and actions in line with our Purpose Statement and Company Values. |
| People Management | The ability to understand people and their motivations, build good relationships with them and help them unlock their full potential. |
| Empowering Others | Creates an environment where people feel required and enabled to take ownership and responsibility. |
| Coaching for Performance | The ability to help others achieve more through two-way feedback, clear direction and enabling. |
| Analysis & Planning | The ability to take a range of information, think things through logically and prioritise work to meet commitments aligned with organisational goals. |
| Drive for Excellence | Knows the most effective and efficient processes for getting things done, with a focus on continuous improvement. |