

# aic

agricultural  
industries  
confederation

®

## Careers in the Animal Feed Supply Chain



Working in support  
of modern sustainable  
commercial agriculture

[agindustries.org.uk](http://agindustries.org.uk)

**Engineering**

**Team player**

**Analytical**

Technology-focused



Procurement

Marketing and  
Communications

**Transport  
& Logistics**

Determination

**Problem solver**



Technical

**Commercial**

I.T.



**Finance and  
Administration**



**Production**

Compliance & Sustainability



Adaptability

**Communication**

# AIC's Feed Future Forum

Thank you for picking up a copy of our booklet, we are the Feed Future Forum, a group of younger members of the agri-supply trade. One of our committee priorities is to promote careers in the industry that we all love, to dispel the vision that farming and agriculture is just about mud and tractors.

We supply everything farmers need to make the food that feeds the nation, from materials to specialist advice and technical tests. We work on a global scale to provide what is needed. During covid we were identified as key workers along with the likes of medics, showing just how important we are to the UK economy.

There are limitless opportunities within our trade to use the skills and passions you have, from the highly creative to the very technical, we need individuals with a huge range of qualifications. For those that love the outdoors to those who want to be desk based there is a place for everyone. Whilst there are some very specialised roles there are also many opportunities for people with no specific idea of what might be their ideal career.

Contained within this booklet is a brief overview of some of the sectors and examples of some of the roles we fulfil on a daily basis. It is by no means a complete list so if you have any questions, please get in contact with us and we will be very happy to discuss our industry with you.



# Sector Overview

The UK's animal feed industry plays an important part of the agri-food supply chain, making sure that food products are constantly available in supermarkets, shops, cafés, restaurants and pubs.

The animal feed industry is worth over £4.5 billion and produces 16 million tonnes of safe, nutritious and sustainable feed every year. Livestock feed means the nation's farmers can raise healthy animals and produce meat, milk, butter, cheese, eggs and fish to feed the nation's families.

With 9.5 million cattle, 4.75 million pigs, 22 million sheep and over 150 million chickens needing to be fed in the UK every day, the feed sector has a vital role in food production.

This sector operates about 375 feed mills located across the UK. Each mill sources ingredients for the feeds it produces, and these ingredients come from local, national and international sources. The feed industry sources ingredients on the principle of "as local as possible, as global as necessary".

The main ingredients in animal feed are cereals, like wheat, barley, oats and maize, as well as oilseeds from crops such as soya, sunflower and oilseed rape. By-products, commonly called co-products, from other industries are also used for animal feed.

The food industry is the main source of these products, with material that is not used in the final product from flour milling, sugar production, vegetable oil production and beer brewing. These products are valuable to the animal feed industry because they contain important nutrients for animal diets and help to reduce waste.

Then there's food which, for many reasons, doesn't get eaten, like bread and cakes that go out of date, or Easter eggs that are left on the shelf after Easter. This surplus

food gets processed and used in animal feed – over 650,000 tonnes of it is used in animal feed in the UK every year.

The feed industry faces the challenge of producing more feed to help provide food for the world's growing population, but at the same time it needs to become more sustainable. The industry is addressing this challenge by constantly looking to innovate the sourcing of ingredients, using energy efficient production and distribution technology, and looking to scientific discoveries like using novel ingredients in feed such as seaweeds, single-cell proteins and insects.

All of this work requires one really essential ingredient – skilled people. Without a workforce, the feed sector cannot play its part in feeding the nation.

This booklet shows the wide range of opportunities within the feed sector of the agri-supply industry, explaining how it offers an exciting and fulfilling career.

The feed sector needs people with a very wide range of skills and interests, I encourage you to find out more by making use of the links and resources provided.

Being part of the agri-food supply chain is an immensely rewarding occupation. Helping feed animals with safe, nutritious, and sustainable feed means that we in turn can all have access to the same healthy, nutritious, and sustainable food – what could be more important than that?



**James McCulloch**

Head of Animal Feed

Agricultural Industries Confederation



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# Commercial



## Description

Working in a commercial role, you will be advising customers and generating leads for prospects on products, services, buying and selling (trading) products.

This is a customer facing role, so you will need the ability to integrate and leave a positive, professional impression with suppliers and customers, therefore being a people person would be advantageous. In a company that also has a procurement department the commercial department may also be known more simply as “sales”.

## Possible Roles

### Sales Roles:

- On Farm Sales Representative
- Telesales
- Sales Management
- Sales Directors

### Commercial Roles:

- Business Development Executive
- Commodity Trading
- Commercial Directors

## Useful Skills and Qualifications

### Skills:

- Good communication
- Numeracy
- Willingness to learn and adapt
- Problem solving skills
- Entrepreneurial spirit and drive
- Desire to develop business acumen skills would be an advantage

### Qualifications:

- Maths
- Literacy to GCSE grade C or level 5 and above
- For more senior or technical roles, Degree level qualifications would be desirable but not essential

## Further Opportunities

- Sales and commercial management (of a team and geographical area)
- Technical department roles
- Business Consultant
- Nutrition Consultant
- And many more

### Example Role:

#### On Farm Sales Specialist

- Undergo training to understand the company's different customer types and the products that can be offered to them.
- Once trained, look to build and maintain new customer relationships, often by visiting farms.
- This day-to-day farm calling will sometimes be accompanied by a senior team member who will act as a mentor, particularly in your first months.
- Look to find out the needs/wants of customers and prospective customers. Assess the needs of the farm by investigating the health and performance of livestock, then use this to build successful relationships with the end goal of selling and providing products to fit these needs.
- Your customer relationships will be maintained not just in person, but also via telephone/email when in the office depending on what method suits each customer best.
- Keep up to date with relevant information that may impact the agri-supply industry such as global events, prices, weather etc.
- Have regular check-ins with your line manager to review progress and continue to develop. This should result in an increasing customer base and volume of sales as your experience grows.

### Role at a glance





# Procurement

## Description

Purchasing materials, goods or services which can be used for trading or further processing.

Manage stocks to suit the requirements of the business.

Negotiating terms of contracts for goods or services e.g. price, quantity, quality, and time frames.

Understand and share market insights with commercial teams to safeguard return on investments.

Work with logistics and supply chain to ensure purchased goods/services are received in line with agreed contracts.

## Possible Roles

- Buying Assistant
- Buyer
- Trader
- Ethical Sourcing Co-Ordinator
- Product Manager
- Purchasing Manager

## Useful Skills and Qualifications

### Skills:

- Analytical skills for decision making
- Ability to make and build good working relationships
- Good commercial awareness
- Result and target driven
- Always willing to learn new information and skills

**Degree not essential but interest in the below subjects would be beneficial:**

- Business
- Maths
- Economics

**Professional qualifications for career progression:**

- Certificate in Procurement & Supply Operations (CIPS Level 2-6)
- MSc in Business & Management

## Further Opportunities

- Category Manager
- Procurement Director
- Supply Chain Manager
- Responsibility Director

### Example Role: Buyer

- Continuous review of international overnight markets to understand how and why prices may have changed.
- Liaise with logistics on planned and pending feed deliveries to manage in-house stock levels and know what buying may be needed.
- Monitor risk reports and stock positions to make best buying decisions.
- Contact shippers and suppliers for prices and market information.
- Communicate with sales and commercial teams to relay gained market insights. This helps the end customer use our shared knowledge to make good buying decisions to underpin profitability.
- Occasionally visit or meet with suppliers in person to discuss current and forward opportunities, this enables good working relationships.

### Role at a glance



OFFICE  
BASED



MATHS



ECONOMICS



TELEPHONE







# Technical



## Description

You will provide technical input and work with other departments such as manufacturing, logistics, commercial teams, nutritionists, and marketing to assist where required.

You will conduct new product testing and assessments.

You will have to assess the quality of new products, both pre and post launch, as part of the New Product Development (NPD) process.

The role also includes dealing with customer enquiries, complaint handling and implementing corrective actions, organising sampling of raw materials and finished products and interpreting results. Be prepared to collect data and performance analysis.

Finally, you will have a technical input into formulations/formulation systems.

## Possible Roles

- Technical Advisor
- Technical Product Managers
- Formulator
- Animal Nutritionist
- Research and Development of new products or ingredients

## Useful Skills and Qualifications

### Skills:

- Willingness to learn new skills
- Ability to make multifactorial decisions in a time pressured environment
- Passionate about feed safety and customer service skills
- Excel, data interpretation and good problem solving skills
- Attention to detail and high accuracy
- Good communication skills

**A degree or HND in any of the following areas would be useful (but not exclusive):**

- Agriculture
- Animal Science
- Animal Nutrition
- Biosciences/ Bio veterinary

## Further Opportunities

- Quality and Assurance Manager
- Sustainability Manager
- Commercial Manager

### Example Role:

#### Technical Advisor (Animal Feed)

- Benchmarking performance of livestock on a farm to monitor how a feed is performing and make sure there are no issues.
- Designing, overseeing, and conducting a research trial to create an innovative new product and be at the forefront of a new idea.
- Managing a complaint and analysing lab data to understand where the problem originated and how to resolve the issue.
- Speak to the commercial team to provide them with technical information and help as required.
- Formulating a diet specific to a particular farm to make sure the correct recipe is fed and meets the animals' requirements.
- Keep an eye on markets to know the best cost-effective ingredients to use with knowledge from the procurement team to help guide decisions.
- Helping with logistics to organise deliveries to farms in a timely and efficient manner.
- Monitor analysis of raw materials and finished products to keep the database up to date and check all specifications are within legal limits.

### Role at a glance



TRAVEL



OFFICE  
BASED



CUSTOMER  
FACING



SCIENCE



MATHS



# Compliance & Sustainability

## Description

Compliance involves meeting and monitoring the necessary Food, Feed, Environmental or Sustainability legislation requirements that have been issued by: Competent Authorities (Governmental bodies, Local Authorities etc.) and Standards Organisations (e.g., ISO14001) and Customers. Ensuring that best practice and quality systems are maintained so product leaves the manufacturing facility in the best condition possible, minimising the risk of food or feed safety issues.

Sustainability is the responsible use of all resources within an organisation. For example, sustainable land use e.g., effective nutrient management; responsible sourcing/purchasing of raw materials e.g., locally produced; use of Best Available Technology e.g., energy efficient devices; sustainable logistics planning.

## Possible Roles

- Agricultural / Compliance Officer
- Conservation Worker & Farm Advisor
- Compliance Auditing (Feed/Food Safety, Energy, Environmental Management Systems)
- Green Growth Strategy Co-Ordinator
- Sustainability Manager
- Quality Assurance

## Useful Skills and Qualifications

- A related degree is preferable such as: Agricultural, Environmental, Sciences, Legal
- Minimum Level 2 education including English and Maths
- Good communication skills (digital, written and verbal)
- Strong team working skills
- Good problem-solving skills, with analytical ability
- Attention to detail, with a strong quality focus
- An understanding of the principles of HACCP
- Biodiversity courses
- Associate membership of Environmental Institutes

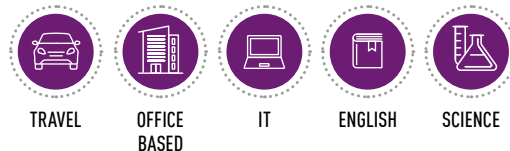
## Further Opportunities

- Promotion to Management roles:
  - Quality Assurance Team Leader
  - Quality Manager
  - Sustainability/ Environmental Manager
  - Technical Manager
- Independent Auditors
- Advisory or consultant roles, for example representation on Steering Committees and Working Groups
- Roles within Trade Bodies such as Northern Ireland Grain Trade Associations or Exporter Associations

### Example Role: Quality and Compliance Officer in aquaculture

- Update meeting with Head of Compliance to discuss any anticipated/impending changes to regulations, standards, internal processes, site layout, equipment.
- Hold meeting with team to provide details on any new requirements, allocate tasks and identify any training needs.
- Check status of Internal audit schedule and ensure resources available to carry out audits.
- Chase up any outstanding non-compliances with various departments.
- Prepare reports for Weekly Operational Review.
- Respond to emails from various stakeholders – internal departments, public and environmental agencies.

### Role at a glance







Production – Role at a glance



OFFICE  
BASED



FACTORY  
BASED



PRACTICAL

# Production



## Description

Production encompasses a wide variety of roles, providing various opportunities but typically in this industry, it relates to the manufacture of finished products and materials used in the Agricultural food sector.

This can range from the manufacture of animal feeds to the processing of grain, oilseeds and their by-products which are destined for the feed and food sector. Production and process control operatives typically run the blending and processing equipment for facilities, working in a team to meet business targets. Production is the driving force behind manufacture, ensuring quality finished products are available for sale to customers. In doing so, they carry out good manufacturing practices and quality checks to ensure specifications and customer expectations are met.

## Possible Roles

- Production Operative
  - Animal feed mill
  - Mineral additive manufacturer
  - Grain/oilseed processor
  - Food industry
- Engineers: Mechanical/Electrical
- Production Team/Shift Leader
- Production/Operations Manager

## Useful Skills and Qualifications

- Minimum Level 2 education including English and Maths
- Good communication skills (digital, written and verbal)
- Strong team working skills
- Practical, with good problem-solving skills
- IT skills
- Accuracy; can complete documents and tasks in a detailed manner with a strong quality focus
- An understanding of health & safety
- A willingness to learn and develop new skills
- Forklift/power pallet truck licence

Whilst for some production roles a degree is worthwhile, it is not an essential qualification. Due to the uniqueness of each production process, candidates are provided with specific on-the-job training, meaning employers don't always require specific experience when filling a role. However, the following backgrounds can be useful: Manufacturing, Engineering, Business, Agriculture and Food Management.

## Further Opportunities

- Promotion to Management roles:
  - Shift Leader
  - Team Leader
  - Production Manager
- Transferral into an engineering role

Production encompasses a large part of the feed sector, generating a highly transferable skill set, which is applicable to other roles within the industry. This practical, manufacturing position usually lends itself to other production roles within different sectors of the industry and other management opportunities.

### Example Role: Production Operative (Feed Manufacture)

- Review previous shift handovers, ensuring the changeover runs smoothly.
- Review the production plan to maximise plant efficiency and minimise mill stoppages.
- Control the movement of materials from the raw material storage bins to the finished product bins, always make sure of adequate tracking of products.
- Monitoring all press lines, starting up production runs, reviewing quality, doing press die changes if needed.
- Making sure that the micro ingredients required for the recipes are available for the team to hand tip and record all details to ensure traceability through the system.
- Maintain quality records and quality checks for finished products throughout product runs, reporting any deviations or non-conforming products to the line managers to assist in continuous improvement.
- Monitor and record process control throughout production for traceability and pass this onto the next shift at the point of handover.
- During the shift keep the production area and its equipment clean and tidy to maintain feed safety.
- Communicate effectively with other departments to maximise efficiency, including maintenance for the reporting of breakdowns, quality for technical issues and transport for vehicle loading.
- Ensure the team is following good manufacturing practices and health and safety procedures.

# Engineering



## Description

Manufacturing is a key part of the agri-supply trade and in order to keep machines running, a range of engineers are needed. From maintenance of existing production plants to the design and installation of the feed mills of the future, engineers play a key role in delivering over 16 million tonnes of animal feeds. Most facilities run 24 hours, 7 days a week to keep up with demand so reliability and performance are very important.

Feed mills contain a range of technologies which require specialised engineers, from fabrications and mechanical engineering, to electrical, electronic and control systems engineers, through to pneumatic and hydraulics engineers – and there is a need for a range of different disciplines.

Away from the feed mill there are other key engineering tasks. A huge fleet of lorries bring the raw materials to the feed mills as well as delivering out to farm. A range of forklifts and other materials handling equipment is used to load, unload and prepare the feed.

## Possible Roles

- Maintenance Engineer in a range of different disciplines
- Vehicle Maintenance Engineer
- Process Control Engineer

## Further Opportunities

- Production Management
- Project Management
- Facilities design

## Useful Skills and Qualifications

Skills that will benefit people entering this sector are:

- Good problem-solving skills
- Able to work under pressure
- Able to work as part of a team with other departments
- Good attention to detail
- Able to work in challenging environments such as at height and in confined spaces

Subject areas that will help with engineering include:

- Mathematics
- Chemistry and Physics
- Design and Technology

Opportunities to enter the sector can be at all levels from apprentices through to graduates. Vocational skills will all be a benefit to an Engineering career in the agri-supply trade, such as:

- Welding
- Electrical
- Plumbing
- Mechanics

## Role at a glance







### Example Role: Maintenance Engineer (Feed Mill)

- Management of shift handovers with the previous shift to see if there are any mechanical or electrical issues and if any parts need ordering.
- Daily checks are carried out and recorded on all the mill equipment. These include checking the conveyors, elevators, grinder, mixer, pelleting presses, electrical panels, fire alarms, and more.
- In the event of a breakdown the team works with the production team to ensure the mill is back running as quickly as possible. Breakdowns can sometimes be a 5-minute fix, but some can take many hours, depending on the problem.
- Mill technology and processes are continually evolving, and the maintenance team are key to bringing new ideas to the wider team and are involved in mill upgrades and projects to improve production output and efficiency. These projects can cost as little as a few hundred pounds up to multimillion pound builds.
- Engineers work with specialist contractors who service some of the machinery (for example, the boilers, compressors, bagging machine, weighers, label printing machines, and more). The maintenance team ensure the contractors are safe and aware of any dangers, they issue permits to work, and make sure machinery is locked off and isolated before work starts.
- As well as the feed mill, the maintenance department is responsible for looking after the condition of warehouses, yard spaces and offices on site.
- Ongoing training is required to keep up to date with qualifications e.g. forklifts, first aid, manual handling.
- The Maintenance Engineer works closely with many other teams within the business including Health and Safety, and Compliance. Collaboration between these teams is key to ensuring the mill is always audit ready.
- Mills usually operate 24 hours a day so typical shift patterns can be Days 7am – 3pm, Afternoons 3pm – 11pm, Nights 11pm – 7am.





### Example Role: Lorry Driver

- Arrive at the mill, wash and check lorry for the day.
- Log into the mill computer system and load lorry, checking that product and load is right for the customer. Often multiple products and drops on one lorry.
- Arrive at the farm to deliver feed, ringing the farmer to gain access or double check instructions for the drop. This could be tipped straight into a shed or blown into a bin. Follow all biosecurity plans for the farm.
- With the empty wagon go to the docks to collect raw material which requires delivering back to the mill. Tip into the mill intake.
- Fill out weighbridge information on loads for the day and fill out tachograph information.
- Check lorry maintenance and ensure it's clean, ready to be loaded overnight for the following days loads.

#### Role at a glance



TRAVEL



CUSTOMER  
FACING



PRACTICAL

# Transport & Logistics



## Description

The logistics and distribution of raw materials & finished feed to feed mills and on farm. This encompasses all parts of the haulage sector from transport planning to on farm deliveries. To be in this role you need to be very flexible and adaptable with an enjoyment of working outdoors. With a high attention to detail and able to work with precision and safety you need to have great communication and customer service skills alongside a professional working manner.

Within these roles you would expect varied work shift patterns, a varied and pressurised environment along with a very practical problem-solving based job. There is likely to be a great deal of travel required.

## Possible Roles

- Transport Management
- Transport Planning
- Administration
- Lorry Driver
- Warehouse Management
- Warehouse Operative

## Useful Skills and Qualifications

- Willingness to learn new skills
- Practical problem-solving skills
- Ability to work in a pressurised environment
- Good time management and ability to multi-task
- Attention to detail
- Good communication skills
- Customer service skills
- Ability to work as part of a team
- Flexible working hours
- Interests in IT, Design & Technology, Maths, Geography and a general interest in vehicles would be advantageous

## Further Opportunities

- Transport Management CPC
- HGV Licence
- Forklift Licence

### Example Role:

#### Transport Management & Planning

- Respond to any updates for today's deliveries or manufacturing changes.
- Plan lorry movements for the following day, usually involving a route planning system whilst considering delivery time limitations, manufacturing times and any load size restrictions. Plan within specific biosecurity farm constraints – to each customers requirements and making sure equipment and relevant PPE is provided.
- Liaise with manufacturing and Customer Services/ Account Managers then communicating the plan with Farmers and Drivers
- A range of office-based administration jobs including managing vehicle maintenance logs, facilitating driver training, and keeping up to date with the latest legislation.
- Make sure driving hours and tachographs are downloaded and correct, often requiring a level of maths and basic calculations.
- Any incidents or unusual loads need coordinating with the relevant bodies such as traffic commissioners.

### Role at a glance



OFFICE  
BASED



FACTORY  
BASED



TRAVEL



CUSTOMER  
FACING



PRACTICAL



# Marketing & Communications

## Description

This role works with a range of stakeholders including the technical and commercial teams to take products to market and support business growth through strategic planning. You will develop an all-round knowledge of the markets and customers, PR, advertising, event management, product positioning, communication channels (traditional such as a brochure and digital such as social media) and internal communications within the business.

## Possible Roles

- Marketing and Communications Assistant
- Marketing Communications Specialist
- Digital Marketing Specialist
- Event Management
- Journalist/ Copywriter
- Content Specialist

## Useful Skills and Qualifications

### Skills:

- Willingness to learn about the markets, customers and external changes which might affect the business and your marketing strategy, and adapt quickly to keep your strategy relevant to customers
- Excellent verbal and written communication
- Be able to work under pressure - juggle multiple activities at once, prioritising where necessary, and managing stakeholder expectations
- You enjoy working creatively, a visual learner
- Good IT skills and willingness to learn new software

### Qualifications (Desirable):

- A degree in any of the following areas:
  - Marketing, Agri-Marketing, Animal Science or equivalent
- Chartered Institute of Marketing Diploma (CIM)
- Communication, Advertising and Marketing Foundation (CAM)

## Further Opportunities

- Marketing Manager
- Sustainability Manager
- Freelance Journalist /Copywriter
- Freelance Event Management Consultant

### Example Role: Marketing Communications Specialist

- Work with commercial and research teams to bring a new product to market.
- Undertake market research around a project, creating the communications content and working with regulatory teams to approve content.
- Collaborate with a graphic designer to create marketing materials and packaging.
- Campaign planning: working with advertising and PR agencies to plan press and digital adverts and articles, brainstorming new give-aways for an event, planning a customer workshop, amending marketing materials to keep relevant and impactful.
- Analyse market reception of new product and use data to plan improvements.
- Internal communications: produce a newsletter for employees to share information on what's going on in the business, customer success stories and upcoming events.
- Keep up to date with the needs of the market through customer meetings and reviewing industry information in the form of webinars, magazines and online content.
- Plan and attend industry events (shows), showcasing the latest/most relevant products.
- Ensure all projects are delivered on time and within budget demonstrating pay back to the business.

### Role at a glance



OFFICE  
BASED

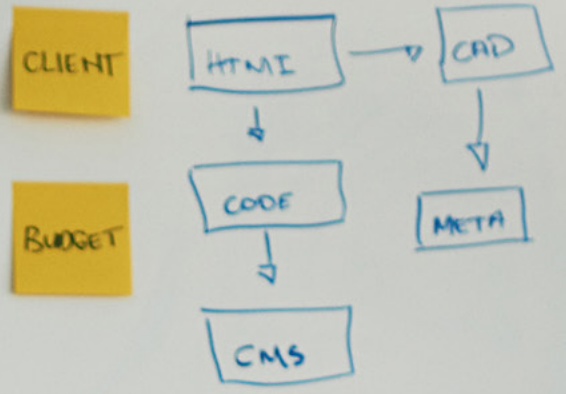
CUSTOMER  
FACING

SCIENCE

ENGLISH



# WEB PROCESS



CLIENT

BUDGET

Execution

- CONTENT MANAGER
- SYSTEMS
- ONLINE STRATEGY
- WRITTEN COPY
- HTML PRODUCTION
- GOALS & OBJECTIVES
- STRATEGIC ELEMENTS
- PROJECT ARCHITECTURE
- META DATA
- COLLECT KEYWORDS
- CORRECT ADD WORDS
- SOURCING COMPETITION



IT - Role at a glance



OFFICE  
BASED



IT



PRACTICAL



TELEPHONE

# IT



## Description

Our world is changing every day, and IT plays a crucial role.

There are often many functions and different business areas within the animal feed sector (manufacturing, logistics, planning, raw material, human food waste and co-product procurement, customer services, online ordering and next innovation projects) and IT is involved in all areas ensuring an automated and efficient function.

The feed industry is highly automated but there are still lots of opportunities to continue automating our processes and IT are critical in ensuring feed businesses remain efficient, highly technical, and sustainable. The two focus areas for IT within a feed business are: “Lights on” IT operational activity – keeping the basics running, and Projects which focus on change, improving efficiency and innovation.

## Possible Roles

### Business Continuity:

- Service desk roles
- IT engineers
- Application Specialists
- IT Security

### Innovation and Continuous Improvement:

- Business Analyst
- Programmer or Developer

### IT Management roles

## Useful Skills and Qualifications

### Skills:

- Determination
- Adaptability
- Willingness to change and learn
- Listening to, and engagement with, the various teams
- Resilience to feedback – IT must work
- Good problem solving skills
- Attention to detail and high accuracy
- Good communication skills

### Various business certifications in the following areas would be useful (but not exclusive):

- ITIL – Change and Instant Management Framework
- IT SCRUM
- Project Management Certifications including PRINCE
- Various application programme certifications may be required in some areas (Microsoft, SAP)
- Any related IT degree is useful, preferably one of the following:
  - Computer Science degrees
  - Science degrees (BSc, MSc)

## Further Opportunities

- Operational project management
- Financial analyst roles
- Pricing and Commercial support roles
- Data Management
- Business improvement roles

### Example Role: IT Technician

- Review emails to understand if there are any actions critical to business function that need immediate attention.
- Catch up with the team to check the progress on several projects and initiatives which are underway.
- Meet with other departments to discuss projects. For example, a new digital sales folder that customers will be able to access on-line to view essential documents, such as the safety data sheets of raw materials.
- Call with product managers to discuss how to improve certain areas of the Customer Relationship Management (CRM) system to ensure that this business function is running as efficiently as possible.
- Prioritise urgent repairs needed on business-critical software such as operating systems and accounts packages to allow other teams to continue their day to day tasks. Work with the IT team to help resolve this issue as quickly as possible to reduce disruption to other teams.

# Finance & Administration



## Description

Working in finance and administration involves you in every part of a business as every department requires it. The roles within this department require attention to detail and the ability to problem solve. The finance role involves producing useful information from data to establish the financial success of the business and guide future business strategy, along with credit control and bookkeeping. Administration is a great way of understanding many different departments as you learn the paperwork behind them. As such it has many transferable skills and is a fantastic way of finding out in which department you are interested, allowing you to change departments with relative ease.

## Possible Roles

- Accounts Assistant
- Administrator
- Human Resources (HR)
- Payroll Manager
- Credit Control
- Trading Administrator.

## Useful Skills and Qualifications

- Completed further education (preferably with subjects such as Maths, Business or Accounting).
- AAT qualifications.
- An undergraduate degree in finance or business.

## Further Opportunities

- Finance Director
- Company accountant
- Ability to change departments easily due to extremely transferable skills.

## Example Role: Accounts Assistant

- Processing sales and purchase invoices to ensure informed decisions can be made about cash flow.
- Reconciling the bank to match up transactions for financial traceability.
- Reporting on debtors and creditors so that money owed by customers can be chased and payments to suppliers can be made on time.
- Answering queries to ensure clear communication with customers, suppliers and internal queries.
- Administering payroll to ensure everyone gets paid promptly.
- Assisting with year and month end analysis to provide financial figures for senior management to plan the business strategy going forward.

## Role at a glance



OFFICE  
BASED



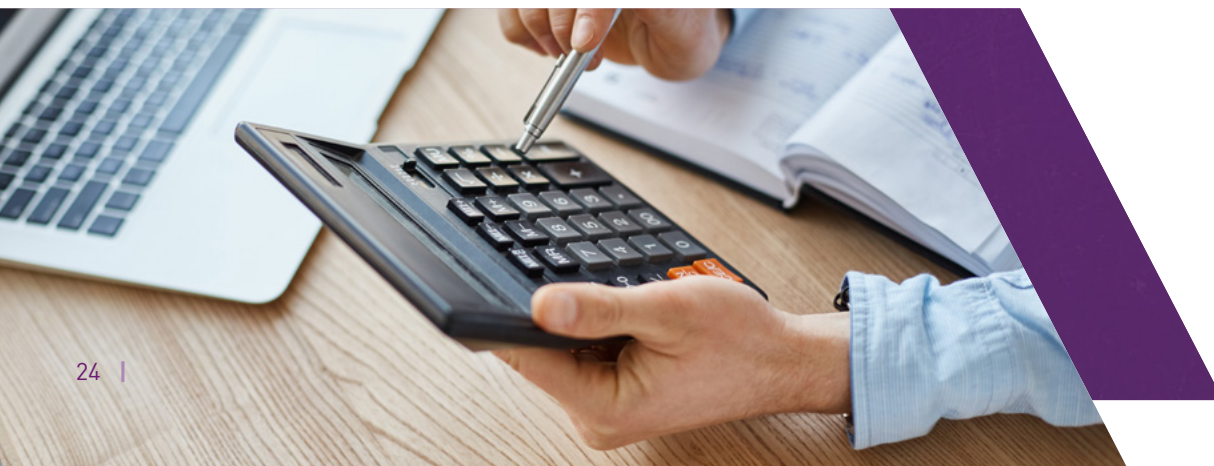
CUSTOMER  
FACING



MATHS



ECONOMICS







# Links to other resources



## Agri-supply organisations

AIC | The Agricultural Industries Confederation: <https://www.agindustries.org.uk>

British Association of Feed Supplement and Additive Manufacturers (BAFSAM): <https://www.bafsam.org/>

Grain and Feed Trade Association (GAFTA): <https://www.gafta.com/>

National Office of Animal Health (NOAH): <https://www.noah.co.uk/>

Northern Ireland Grain Trade Association (NIGTA): <https://www.nigta.co.uk/>



## Careers

Agricultural and Farming Jobs: [www.agrifj.co.uk](http://www.agrifj.co.uk)

Agricultural Recruitment Specialists: <https://www.agrirs.co.uk>

Agri-Food and BioSciences Institute (AFBI): <https://www.afbini.gov.uk/careers-afbi>

BBC: <https://www.bbc.co.uk/programmes/articles/41PxRZtydLkg5L2FXPRnBFv/make-it-into-agri-food>

Executive Agricultural Recruitment Experts: [www.jptrett.com](http://www.jptrett.com)

Farmers Guardian: [www.farmersguardian.com](http://www.farmersguardian.com)

Farmers Weekly: [www.fwi.co.uk](http://www.fwi.co.uk)

Global Agricultural Recruitment: [www.DeLacyExecutive.co.uk](http://www.DeLacyExecutive.co.uk)

Hunter Chase Consultants: [www.hunterchaseconsultants.co.uk](http://www.hunterchaseconsultants.co.uk)

Shire Consulting: [www.shireconsulting.co.uk](http://www.shireconsulting.co.uk)

The Food – a fact of life programme: <https://www.foodafactoflife.org.uk>

The National Skills Academy for Food & Drink: <https://tastycareers.org.uk/>



## Education

Aberystwyth University: [www.aber.ac.uk/en/](http://www.aber.ac.uk/en/)

Askham Bryan College: [www.askham-bryan.ac.uk](http://www.askham-bryan.ac.uk)

Berkshire College of Agriculture: [www.bca.ac.uk](http://www.bca.ac.uk)

Bishop Burton College: [www.bishopburton.ac.uk](http://www.bishopburton.ac.uk)

Bridgwater & Taunton College: [www.btc.ac.uk](http://www.btc.ac.uk)

College of Agriculture Food & Rural Enterprise (Northern Ireland): <https://www.cafre.ac.uk/>

Crystal Palace Park - Capel Manor College: [www.capel.ac.uk/community/crystal-palace-park-farm](http://www.capel.ac.uk/community/crystal-palace-park-farm)

Hadlow College | Land-Based College in Kent and South-East London: [www.hadlow.ac.uk](http://www.hadlow.ac.uk)

Harper Adams University: [www.harper-adams.ac.uk](http://www.harper-adams.ac.uk)

Hartpury College: [www.hartpury.ac.uk](http://www.hartpury.ac.uk)

Kingston Maurward College: [www.kmc.ac.uk](http://www.kmc.ac.uk)

Merrist Wood College: [www.activatelearning.ac.uk](http://www.activatelearning.ac.uk)

Moulton College: [www.moulton.ac.uk](http://www.moulton.ac.uk)

Myerscough College: [www.myerscough.ac.uk](http://www.myerscough.ac.uk)

Newcastle University: [www.ncl.ac.uk/](http://www.ncl.ac.uk/)

Plumpton College: [www.plumpton.ac.uk](http://www.plumpton.ac.uk)

Queen's University Belfast: <https://www.qub.ac.uk/>

Riseholme College: [www.riseholme.ac.uk](http://www.riseholme.ac.uk)





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