David Allen

Job Description

Job title:	Agriculture Manager
Department	Dumfries
Line Manager	
Line management responsibilities:	

Aims and purpose of the job

To effectively manage the operation of the Agriculture workflow in Dumfries office by ensuring work is carried out accurately and efficiently at all times.

To provide accountancy services to a range of agricultural entities, ensuring the delivery of a high quality, compliant and efficient service to clients through excellent customer service, communication and implementation of systems and processes.

Duties to include:

1.	To prepare, review and submit accounts, VAT returns and any relevant documents ensuring all work produced is accurate, to the highest standard and in accordance with relevant legislation.
2.	To communicate clearly with the Management team and Partners on work being carried out.
3.	To communicate daily with the agricultural team so that you are aware of the position that work is at and any issues which may arise.
4.	To take full responsibility for all work and tasks assigned to you.
5.	To ensure that all files include information required by the relationship manager for the meeting and that they are presented in a clear and organised format covering all relevant items including personal tax position.
6.	To carry out all work within a four week turn around period, achieving recoveries of at least 95%.
7.	To develop your knowledge and understanding of each client that we work with, ensuring we are meeting their expectations.
8.	To lead the agricultural team by setting high standards and being professional in all that you do.
9.	To provide assistance, support and further training where needed to the team on technical issues.
10.	To continually look for ways to improve and develop the department and improve efficiencies.
11.	To deal with all communications in a timely manner, where possible replying that day and ensuring that all communications are of a high professional standard.
12.	To ensure clients are looked after and receive the highest level of service where you work directly with them either as a relationship manager or on behalf of a relationship manager.

13.	To promote the practice, developing and introducing new client relationships into the firm.
14.	To undertake any other duties commensurate with the grade as appropriate.

Central duties

15.	To represent the business when required to ensure positive links, relations and networks.
16.	To show a commitment to equality, diversity, and inclusion (EDI).
17.	To undertake personal development necessary to ensure effective performance in the role.
18.	To participate in relevant and appropriate training and development as required.

Method of working

The David Allen Group expects all staff to work effectively, both as individuals and as part of a team, delivering high quality services and support to clients and staff. In doing so, the company expects all staff to display all of the core competencies as defined in the performance and development appraisal arrangements and to conduct themselves in a manner which befits their professional status and responsibilities.

Public relations

Considerable importance is attached to the role the business plays in its various communities. It therefore follows that all staff are expected to work to maintain and develop these relationships at every opportunity by positively promoting the work of the business and the role it can play in supporting the aims of its stakeholders.

This job description is a guide to the work the post holder will be required to undertake. In consultation with the post holder, it may be amended from time to time by the line manager to meet changing circumstances or business needs. Specific targets and objectives will be agreed with the post holder and will be reviewed regularly as part of the performance management arrangements.