

JOB DESCRIPTION

Position: Subsidy & Data Analyst
Reporting to: Group Finance Director
Location: Bloxham, Oxfordshire

About Agrivert

Agrivert provides sustainable and cost-effective organic waste management solutions. Operating across the UK, Agrivert is a market leader designing, building and operating in anaerobic digestion facilities that process crops, food waste and agricultural wastes. in-vessel composting and green waste composting. Agrivert is working on projects in the UK and throughout the world, particularly in the Far East and Australasia. With a pipeline of design, build and operate projects to deliver, Agrivert is strengthening its core staff.

Role Overview

This role will be responsible for collating, checking, analysing and reporting on a range of daily, weekly, monthly and quarterly data generated from the operation of Agrivert's anaerobic digestion plants. The data is used to provide management, investor and regulator reporting and information on plant operating performance, feedstock quality and inventory levels and Ofgem subsidies (ROCs, FITs and RHI).

You'll normally work around 40 hours a week (on a full-time basis), mostly from the office. Visits to farmers, plants and investors may occasionally be necessary (across the country). Extra hours of work may sometimes be necessary to meet deadlines.

Major Responsibilities:

- Maintain daily plant KPI data ensuring it is collected by plant operators accurately and reported on time
- Produce weekly summary reports on plant performance for senior management and investors commenting on trends and performance issues
- Collate and check month end data requirements for audit and subsidy reporting purposes
- Produce, validate and submit Ofgem subsidy reporting data
- Produce monthly and quarterly reporting to senior managers and investors on revenue generation
- Liaise with operations team and farmers to maintain feedstock inventory records
- Liaise with farmers to collate and check feedstock sustainability data for RHI reporting
- Calculating and reporting on appropriate amounts to pay farmers for feedstock supplied
- Provide feedback to stakeholders on approaches to optimise RHI claims through effective use of feedstocks with reference to sustainability data
- Other duties as required

Experience & Qualifications

Essential

- An analytical mind and able to process and analyse large amounts of data
- Commercial awareness and ability to read and interpret contracts
- Excellent time management and the ability to manage multiple workstreams and hit deadlines
- Excellent communication skills to be able to report on what can be complex supply arrangements
- Good computer skills are required to maintain records and produce reports
- Excellent attention to detail
- Able to develop constructive working relationships with multiple suppliers

Desirable

- Previous experience of Ofgem reporting, particularly for crop-fed anaerobic digestion
- An understanding of agricultural production processes