



SEKAJJA AGRO FARMS LTD

JOB DESCRIPTION

Job Title:	Weighbridge and Feed mill Controller	
Reports To:	CFO	
Supervises:	Direct:	Indirect:
	None	None
Interacts/Interfaces with:	Internal:	External:
	SAF employees.	
Job Summary	<p>The primary role will be to ensure the smooth operation of the weighbridge facility as per SAF SOPs and control the Finished Feeds Store location. The controller shall be responsible for the effective weighing of inbound and outbound and other incidental truck operations within the company premises. Additionally, the controller shall be charged with the control and movement of all contract manufactured feed. The position holder will work under the rules, regulations and guidelines of SAF while ensuring the accomplishment of goals and targets set by Management.</p>	
Key Position Responsibilities	<ul style="list-style-type: none"> • Safeguard the company against any form of losses of revenue or stocks by accurate weighing of all trucks in and out of the Farm. • Monitor proper functioning of the weighbridge and equipment (calibration) to avoid any inefficiencies. Report any malfunction immediately of the weighbridge to the line manager and follow up for closure. • Daily, weekly and monthly reports of stock receipts and issues into SAF premises. • Ensure correct weighing in and out procedures are carried out as per SAF SOPs. • Minimize turnaround time for trucks. • Participate in monthly stock counts. • Weigh and record all stocks issued to customers and raise the respective documentation (weighbridge ticket). • Receive and dispatch all contract manufactured feed to the farms and Distribution Centre against properly approved documents. • Lead weekly and monthly stock counts, reporting and reconciliations so as to ensure that physical stocks in the Feed mill agree to ERP balances. • Reconcile all manufactured feed received, share weekly Feed balance report. Monitor moisture loss and share for approval to write off any loss. • Ensure all feed types have bin/stock cards showing accurate running balances. • Ensure proper and safe custody of all assets under your control. • Investigate and explain all stocks variances, ensure they're fully resolved. 	



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	<ul style="list-style-type: none"> • Ensure all inventory movements adhere to set SOPs and report any defiance from set SOPs. • Continuous improvement and innovation. • Other duties as assigned by the supervisor
Success Measures	<ul style="list-style-type: none"> • Daily reconciliation of dispatched stock records against Weighbridge records. • Weekly physical stock counts (Manufactured feed) • Evidence of system generated documents for all weighbridge & feed mill transactions. • Weekly feed mill and weighbridge issues log. • Weekly stock balance report. • Monthly moisture loss report. • Weekly variance report with solutions. • Weekly copies of stock/bin cards supporting all Feed material movements. • Weekly feed returns report.
Financial Responsibility	<ul style="list-style-type: none"> • None
Person Specification	
Education & Training	<ul style="list-style-type: none"> • Degree in stores/ procurement or any relevant field.
Skills & Experience	<ul style="list-style-type: none"> • Minimum of 1-2 years in similar accounting position in a busy commercial organisation • Computer literacy especially accounting systems. • Analytical skills. • Interpersonal skills. • Excellent analytical skills.
Attitude/Motivation	<ul style="list-style-type: none"> • Value adding • Enthusiasm, passion and encouragement to all. • Strong commitment to the mission and values of SAF. • Result driven.

Employee Name: _____

Signature: _____

Date: _____