

Company	OMEX Agriculture Ltd.
Main Site	Bardney, Lincoln
Job Title	Business Process Analyst
Contract Terms	Full Time, Temporary (6 Months)

OMEX

OMEX is the market leader in liquid fertilisers in the UK and Ireland, manufacturing and exporting a unique range of plant nutrients and crop health promoters nationally and internationally.

Overview of Role

The Business Process Analyst will play a key role in analysing, documenting, and enhancing core business processes and ERP system procedures in a fast-paced commercial environment. Reporting to the OMEX Agriculture Finance Manager, the role will focus on mapping workflows, identifying inefficiencies, risks, and control gaps, and recommending practical, value-driven solutions. The successful candidate will partner with teams across finance, operations, sales, procurement, and IT to capture current-state processes, assess improvement opportunities, and support the delivery of change initiatives that improve efficiency, strengthen controls, and create business value.

Key Responsibilities

- Define and scope the process taxonomy and agree the analytical approach with senior leaders.
- Collaborate with stakeholders to lead and facilitate the documentation of current-state business processes.
- Create process documentation using recognised methods, such as swim lane diagrams and process maps.
- Create written documentation of ERP system procedures and processes for Microsoft Dynamics BC
- Identify and record risks, control gaps, and inefficiencies.
- Recommend practical improvements to strengthen efficiency, effectiveness, and compliance with key controls.
- Communicate findings and recommendations clearly to senior business leaders through reports and presentations.

Key Performance Indicators

- Percentage of core business processes and ERP procedures successfully mapped and documented.
- Timeliness and quality of process documentation and recommendations.
- Stakeholder satisfaction with analysis and outputs.

Qualifications, Skills and Experience**Essential**

- Minimum of five years' experience as a Process Analyst or in a similar role.

- Strong track record of eliciting and documenting process details from stakeholders at all levels.
- Proficient in process mapping tools (e.g. MS Visio or similar).
- Knowledge of different modelling languages (e.g. UML, BPMN).
- Excellent communication skills, both written and verbal, with the ability to engage senior stakeholders.

Desirable

- Familiarity with Microsoft Dynamics BC
- Sector experience (e.g. agriculture, manufacturing)

Personal Attributes

- Proactive and self-motivated with strong problem-solving skills.
- Professional, trustworthy, and committed to confidentiality.
- Strong communicator — able to simplify and explain complex process information.
- Collaborative team player with the ability to build relationships across functions.
- High integrity and a focus on delivering business value.

Vision Strategy

Product Performance	Provide products that consistently meet / exceed expectations. Products that are reliable, efficient, accurate, easy to use and provide optimal nutrition to crops resulting in excellent crop yield, quality and sustainability.
Logistics	Maximum customer satisfaction achieved through efficient infrastructure, accurate demand forecasting, effective system management and cost optimisation.
Technical Support	Commercial teams possess a deep understanding of products and application to help farmers use fertilisers more efficiently, have effective communication skills, respond in a timely manner and have a customer centric approach.
Quality	Consistently high-quality standards achieved in operations through continual evaluation of processes and product formulations to eliminate problems.
Safety	Superior safety standards achieved through establishing a strong safety culture where employees recognize the importance of safety, feel confident in reporting hazards and have the necessary training to work safely.
People	An engaged, motivated and loyal workforce that are encouraged, empowered and given a work environment that provides opportunities to reach their full potential.

FOCUS on Values

Fulfilment	• Happy • Motivated • Challenged • Rewarded
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	<ul style="list-style-type: none">• Developed • Appreciated
One-Team	<ul style="list-style-type: none">• Communicate Well • Support Others • Align with decisions• Involve the right people
Collaborate	<ul style="list-style-type: none">• Build partnerships based on trust and respect both internally and externally
Use a Strategic Mindset	<ul style="list-style-type: none">• Maintain a long-term perspective • Innovate • Think Broadly• Be willing to change • Use data to drive decisions
Strong Execution	<ul style="list-style-type: none">• Focus on priorities • Coordinate resources • Clear accountability• Work at the right pace • Don't cut corners