

327 Maintain agricultural and horticultural records and prepare claims for subsidies

Summary

Gather and record data in a range of agricultural and horticultural settings to prepare claims for subsidies

You will apply the following skills:

- Quality checking
- Researching
- Communicating
- Problem solving
- Recording
- Using number
- Managing time

Performance Indicators

You will:

Gather data about physical resources

1. Gather correct data from relevant sources
2. Make sure other people understand what data you will need and when, and how they can contribute to data collection
3. Gather data in a systematic way and within necessary timescales
4. Check that data is accurate

Record data about physical resources

5. Use appropriate recording mechanisms
6. Record data in a systematic way within required timescales
7. Check that recorded data is accurate, complete and cross-referenced where required
8. Convert data into the required format
9. Make sure other people understand how the data is recorded and how to access it if they need to

Monitor and submit records, returns and claims

10. Use correct procedures and appropriate software as required by the external agency
11. Check information and actions as appropriate with relevant person
12. Comply with required timescales for submission of the data
13. Make sure all claims and returns are signed by the appropriate person
14. Answer any queries about the submission of the data
15. Monitor the progress of the claim
16. Make sure payment has been received and recorded in the financial records

Knowledge

You will know:

1. The administrative services that you are responsible for
2. Your organisation's policies, procedures and constraints that affect administrative services in your area of responsibility
3. The legislation that applies to working on a farm, dealing with stock or property and dealing with data
4. The software used by your organisation for the recording and processing of returns and subsidies
5. What data is needed for a range of types of records in agricultural contexts (e.g. arable, dairy, beef, sheep, pigs or poultry, horticulture), and why
6. How to find out what data is needed for each specific purpose
7. How to gather this data in ways which comply with health and safety requirements
8. How to ensure the data gathered is accurate
9. The timescales within which the data must be collected
10. How to record data and convert it into the form needed by external agencies
11. What subsidies are available in each agricultural specialism (e.g. arable, dairy, beef, sheep, pigs or poultry, horticulture) and what information/data is needed to complete a subsidy claim
12. What assurance schemes exist for each specialism and what information they require
13. What conservation schemes affect your organisation and what information is required for the conservation scheme
14. The procedures for claiming subsidies in your organisation
15. The procedures for making returns in your organisation
16. How to monitor a subsidy claim and check and record that payment is made