

Responsibility level: Indicate if the person is responsible for the task or will just assist by making an R or an A	Person 1: Farm Owner	Responsibility level	Person 2: Farm Manager	Responsibility level	Person 3: Head Shepherd	Responsibility level	Person 4:	Responsibility level
Financial management								
Budgeting								
Monitor budgets								
Monthly reporting								
Approve purchase orders								
Account payments								
Invoicing								
Liaise with accountant								
GST returns								
Reporting								
Work recording								
Monthly reporting								
Staff								
Recruit & select staff								
Plan & allocate work within the team								
Manage staff performance								
Administration								
Casual staff								
General								
Health & Safety								
Environmental management & consent compliance								
Maintain a tidy workplace								
Liaise with contractors where necessary								
Liaise with farm advisor								