

## Role Profile

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**Job Title:** Graduate Business Systems Analyst (Master Data Support)  
**Department:** IT  
**Reports To:** Master Data & Business Systems Manager  
**Ref:** Ref-340, V1, 09/02/2026

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### Job summary:

The successful individual will primarily support delivery and continuous improvement of Business Systems across the Monaghan Group. The individual will also assist with the setup of Group Master Data as required by the business.

### Main Duties:

- Support in the delivery and continuous improvement of Business Systems across the Monaghan Group.
- Collaborate with multiple business departments to understand business requirements, developing and mapping appropriate solutions.
- Provide support for all Business Systems within the candidate's remit.
- Assist with on-site support of Business System implementations and upgrades.
- Develop user documentation and training materials for business processes and procedures as required.
- Support the setup and maintenance of Group Master Data in all Business Systems.
- Provide support as required, analysing and resolving master data issues.
- Support in the development and implementation of processes to preserve master data quality and integrity.
- Assist in the development, configuration and implementation of new Master Data solutions to streamline data collection from existing processes across the Monaghan business.

### Competencies to perform the role:

- Strong organisational, analytical, and problem-solving skills.
- Methodical and logical approach to completing tasks.
- Excellent attention to detail and able to follow workflow instructions.
- Excellent interpersonal and communication skills.
- Self-motivated, results focused, able to work on own initiative and as part of a busy team.
- Perform as an effective and positive team member.
- Exercise sound judgment and take initiative.
- Ability to multi-task with a flexible attitude to handling changing priorities.
- Good communication skills (verbal and written) with proficient level of English.

### Experience and Qualifications:

- A suitable 3rd level qualification in Business, IT, Agri-Food or Supply Chain.
- Previous experience working in a FMCG environment desirable.
- Previous experience working with ERP Solutions or Master Data Setup desirable.
- Previous experience of Customer Service / Support in an application support environment desirable.

**Other Significant Role Requirements**

- Some travel to other Monaghan Group sites may be necessary.
- Product and application support outside normal working hours may be required to ensure business continuity.
- Some travel to other Monaghan Group sites may be necessary.

**Performing the role in line with the Monaghan Cultural Values:**

1. We do the right thing: We use this philosophy to drive every aspect of our business, from product to process to people.
2. Forward Thinking: We think ahead and we think for the long term.
3. Down to Earth: We understand the importance of communicating our discoveries in a straightforward way.
4. Inspiring: We seek out new ways to excite and inspire each other.
5. Egalitarian: We have always been grounded in the belief that everyone is equal. That everyone deserves an equal chance to speak, be heard and make an impact.