

Position Information

Position Title	Management Accountant
Business Unit	Paper Bag, Penrose
Reports to	Commercial Manager Paper Bag
Purpose of Position	Leadership role at Oji Fibre Solutions’ Paper Bag business, working closely with site management and having ownership of the site’s reporting and compliance activity.
Business Unit of HR responsibility	Packaging NZ
# of People in BU	134

Number of Direct Reports	Nil
Number of Indirect Reports	Nil
Operating Budget	N/A
Sales Revenue	Approx. \$70M

Key Accountabilities

1. Environment, Health, Safety & Risk
 - Actively lead and contribute to a culture of safety first through attending all training, reading and acting on all EHSR communications, following all safety rules and procedures and identifying/recording all hazards, discomforts, incidences, near misses or potential health and safety risks.
 - Supporting colleagues to ‘do the right thing’ in relation to EHSR and raising issues with others as appropriate.
2. Product costing
 - Provide accurate and timely product costings considering actual cost of manufacture.
 - Ensure that standard costs in SAP are accurate.
 - Maintain accurate customer margin information and provide analysis for decision making.
3. Financial & Management Accounting
 - Preparation of monthly accounts.
 - Preparation of variance analysis and monthly reporting requirements.
 - Monitor processes and controls to maintain accuracy and integrity of P&L and Balance Sheet.

- Co-ordinate and support preparation of budget and forecasts.
 - Regularly review and update cost and pricing information in SAP.
4. Accounting standards, policies and internal controls are implemented and maintained
- Maintaining accounting standards, policies and internal controls appropriate to the site and in line with group requirements.
 - Meet all internal and external audit requirements.
5. Performance improvement
- Identify opportunities for profit improvement and actively contribute to profit improvement initiatives.
 - Identify opportunities and support initiatives for reduction in working capital.
 - Proactively work with operational and sales teams to improve understanding of financial drivers and reporting.
6. Working capital
- Review and support debtor collections.
 - Review credit limits and controls and revise as required.
 - Participate in physical stocktakes as required.
 - Review and analysis of aged inventories.
 - Support preparation of capex proposals and ensure they are in accordance with capex policies.
7. Commercial
- Support sales team and Commercial Manager in the preparation of tender responses.
8. Business systems and processes
- Support regular review of all major information systems and business processes.
 - Recommend and support improvements to business processes.

Preferred Attributes

- Excellent communicator
- Team member
- Accuracy
- Ownership of all outputs and understanding of financial information
- Meets deadlines
- Able to analyse and rationalise financial / management reports and information
- Ability to identify and focus on critical issues
- Advanced Excel skill level
- Experience in SAP preferred
- Demonstrates sound understanding of business drivers

Technical Requirements

Qualifications	<ul style="list-style-type: none"> ○ Bachelor of Commerce or equivalent ○ Chartered Accountant preferred
Experience	<ul style="list-style-type: none"> ○ Financial and Management accounting in manufacturing environment ○ SAP or similar ERP accounting package

Competencies

<p>Judgment</p> <p>Effectively examines events, issues, and problems, and generates solution alternatives. Makes timely and sound decisions on everyday issues and problems by applying accurate logic, appropriate knowledge, expertise, and common sense.</p>	<p>Use Sound Judgment</p> <ul style="list-style-type: none"> ● Makes logical, rational, and integrative decisions and arrives at sound conclusions. ● Chooses the best alternative(s) based on a review of pros, cons, trade-offs, timing, and probabilities. ● Evaluates the consequences and implications of alternatives, actions, or decisions. ● Makes timely decisions, balancing analysis with decisiveness.
<p>Focus On Customers</p> <p>Builds and delivers customer-centred solutions that meet as many aspects of desired customer experiences, products, and services as possible. Provides customer-centred solutions that go beyond existing customer requirements. Identifies opportunities that will benefit the customer, create value added services, and works in partnership with the customer to drive the business forward.</p>	<p>Satisfy the Customer</p> <ul style="list-style-type: none"> ● Identifies and anticipates customer requirements, expectations, and needs. ● Seeks and integrates customer feedback from a variety of sources to identify improvement opportunities. ● Ensures follow-up with customers to certify that the resolution of problems maintains customer satisfaction and loyalty. ● Continually searches for ways to improve customer service, including the removal of barriers and providing solutions.
<p>Execution</p> <p>Manages work and work performance, holding associates accountable to effectively and efficiently complete work responsibilities. Demonstrates initiative, works to achieve results, meets or exceeds goals, acts on opportunities to create value.</p>	<p>Pursue Execution</p> <ul style="list-style-type: none"> ● Ensures one acquires the authority, sponsorship, support, and information needed to achieve established or emerging objectives. ● Prioritizes and balances time, actions, resources, and initiatives to ensure achievement of critical goals. ● Holds self and team accountable for outcomes (e.g., achieving goals and complying with policies and procedures). ● Anticipates and addresses obstacles, redirecting efforts to accelerate work or improve quality

<p>Results Orientation</p> <p>Demonstrates and fosters a sense of urgency, a "can-do" spirit, a sense of optimism, ownership, and strong commitment to achieving goals and organizational success. Demonstrates a strong sense of ownership and a commitment to achieving meaningful results.</p>	<p>Optimize Results</p> <ul style="list-style-type: none"> • Initiates decisive, timely action to address important issues. • Demonstrates a strong sense of ownership and a commitment to achieving meaningful results. • Puts in persistent efforts to accomplish desired results. • Drives initiatives/efforts to successful completion and closure.
<p>Effective Communication</p> <p>Prepares and delivers clear, concise, accurate, effective, and persuasive written and verbal materials/messages. Attentively and accurately listens to others. Promotes a free and timely flow of high-quality information between self and others and across the organization; encourages the open expression of ideas and opinions.</p>	<p>Tailor Communication</p> <ul style="list-style-type: none"> • Listens actively, reflects, and summarizes others' comments to ensure understanding. • Communicates information clearly, concisely, and professionally. • Adjusts communication style and content to the audience. • Writes even technical concepts and information clearly and thoroughly for technical and non-technical audiences. • Prepares and delivers coherent, highly credible, and engaging presentations that have impact. • Proactively shares timely updates and information with relevant parties.
<p>Establishing Trust</p> <p>Gains the confidence and trust of others through principled leadership, sound business ethics, authenticity, and follow-through on commitments. Demonstrates principled leadership and sound business ethics; shows consistency among principles, values, and behaviour; builds trust with others through own authenticity and follow-through on commitments. Establishes open, candid, trusting relationships; treats all individuals fairly and with respect; behaves in accordance with expressed beliefs and commitments; maintains high standards of integrity.</p>	<p>Demonstrate Credibility</p> <ul style="list-style-type: none"> • Follows through on commitments. • Is honest and direct in dealing with people. • Acts in accordance with stated policies and practices. • Protects confidential information.

Authority

Decisions:

- Finalise periodic accounts.
- Comply with accounting standards and corporate policy.
- Review of cost coding for expenses.

Recommendations:

- Improvements to workflows, procedures and priorities to meet objective.
- Challenge processes and recommend best practice. Financial interpretation on business proposals.

- Cost reductions, EBITDA, EBIT, Working Capital and Cashflow improvements.
- Business cases and capex proposal input.

Relationships:

Most Frequent Contacts	Nature or Purpose of Contact
Paper Bag Finance Team	Evaluate progress, resolve issues, discuss areas of opportunity, meetings, etc.
Paper Bag Management Team	Respond to queries, provide recommendations, review accounts, variances etc.
Accounting Staff (other OjIFS Div.)	Exchange ideas and information, respond to queries.
Paper Bag Sales Team	Provide product costings and margin analysis. Assess new business opportunities
Head Office Staff	Respond to queries regarding reports & additional information requirements.
External Information requesters e.g. Auditors, Customers, Suppliers etc.	Provision of information as required.

The above is intended to describe the general nature and level of work and is not an exhaustive list of all responsibilities, duties and skills required; these may vary dependent on the requirements of the business. All staff may be required to perform reasonable duties outside of their normal responsibilities from time to time as required.