



Position Information

Position Title	Management Accountant
Business Unit	Packaging NZ
Reports to	Site Commercial Manager
Position Purpose	<p>Senior finance role at Packaging Southern, working closely with site leadership in driving delivery of the business’s commercial, operational and financial targets.</p> <ul style="list-style-type: none"> • This role is primarily responsibility for: • Financial Planning & Analysis • Preparation of monthly management accounts including performance commentary • Completing of financial analysis to support business decisions • Maintenance/enforcement of the internal controls environment and key business and processes • Compilation of annual statutory account submissions • Identification of business improvement initiatives via regular review of site systems & process against best practice

Key Accountabilities

- 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 ‘do the right thing’ in relation to EHSR and raising issues with others as appropriate
- Financial Planning & Analysis and Management Reporting
 - Own the annual budget, re-budget and monthly forecast processes at the site, collaborating with site management where required
 - Accurate and timely monthly account preparation and reporting, preparing variance analysis explanations against targets
 - CAPEX request compilation, including returns to investment analysis
 - Prepare PNZ Southern Daily Report, investigating unexpected outputs
 - Prepare monthly paper reconciliation, journals and undertake inventory control
 - Customer rebate calculations and accruals



- Review the monthly consumables stocktake and investigate any variance
- Management of periodic stock takes, investigating any variances
- Prove database management and reporting
- Balance sheet reconciliations, reviewing/investigating any abnormalities
- Monthly intercompany reconciliation

- Financial Reporting, Governance and Compliance
 - Maintaining accounting standards, policies and internal controls appropriate to the facility and in line with group requirements
 - Ensure compliance with J-Sox, Internal Audit and External Audit processes and requests
 - Completion of relevant FBT, GST, ACC, Income Tax returns in connection with Corporate Tax team

- Systems and Processes
 - Contribute to the ongoing review of system driven costing information at the site, with the aim of identifying the best and most cost-effective way of deriving costing information on which to base commercial decisions
 - Critically Review Accounting & Management Systems
 - Review all major information systems, recommend changes and, as approved, direct their implementation
 - Review, maintain and develop systems and control procedures and policies- ensure that control procedures are current and complied with so that reliance can be placed on the accuracy of the system outputs/data
 - Maintain databases and master data, via cleansing, backup, archiving and security

- General / Ad-hoc
 - Provide back up to Commercial Manager and other members of the Packaging NZ Finance team
 - Provide accounting expertise to the Packaging Southern finance function and business
 - Provide information to enable managers to make sound business decisions
 - Project post-implementation review of results
 - Actively and positively look to 'challenge the status quo' to identify any process or area that can be improved, streamlined or optimised to improve the productivity and efficiency of the business

Performance Indicators

- OJI HSR compliance
- Zero injuries
- Ensure the business is run to its highest financial and commercial capability achieving site EBITDA and Cash flow targets
- Provide accurate monthly accounts, business planning, robust budgets, profit forecasts and cashflow forecasts in accordance with Packaging NZ timetables
- Identify exceptions to expected results and make recommendations which will result in EBITDA, Working Capital and Cash flow improvements



- Continuous improvement of OJI Packaging NZ’s financial performance
- Investigate the most effective tools to provide accurate tools to assist with pricing
- Ensured systems provide the facility’s information and reporting requirements accurately and on time
- Provided accounting and financial control for the facility’s operations and to safeguard all assets

Technical Requirements

Qualifications	<ul style="list-style-type: none"> - Member of Chartered Accountants Australia and New Zealand or equivalent (<i>desired, not essential</i>) - Relevant tertiary qualification
Experience	<ul style="list-style-type: none"> - Financial and management accounting in a manufacturing environment preferred - Expertise in SAP or a similar system

Preferred Attributes

- Able to:
 - manage, lead and motivate change that is driven by best practice or necessitated by demand
 - manage available resources to meet required deadlines with accuracy
 - effectively communicate with all levels within the organisation and external parties
 - analyse and rationalise financial / management reports and information
 - identify and focus on critical issues
- Advanced knowledge and expertise with all Microsoft Applications (Excel, Word, etc.)
- Accuracy and ownership of all outputs and understanding of financial information
- Be a team player with a can-do attitude

Authority

Decisions

- Interpretation and commentary on all financial & management reports plus capital expenditure proposals
- Forecast Sales, EBITDA, and cash flow
- Daily, weekly and monthly commercial and operational issues
- Finalise periodic accounts
- Comply with accounting standards and corporate policy
- Increase Profitability/Cost neutral advantages
- Review of cost coding for expenses



Recommendations

- Cost reductions, EBITDA, Working Capital and Cash flow improvements
- Changes to accounting policies, procedures and practices
- Procedures and cut-offs to maintain objectives
- Identifying opportunities and plan towards obtaining the benefits
- Improvements to workflows, procedures and priorities to meet objectives
- Challenge processes, recommend best practice
- Financial interpretation on business proposals

Relationships:

Most Frequent Contacts	Nature / Purpose of Contact
Commercial Manager	<ul style="list-style-type: none"> - Planning, forecasting and budgets - Actuals business performance analysis - Capital expenditure applications - Commercial analysis, pricing / costing - Accounting policies, practices and procedures changes
Facility Manager / Operations Team	<ul style="list-style-type: none"> - Daily, Weekly, Monthly reporting, analysis and support to drive business improvement - Commercial analysis, pricing / costing
Supply Chain	<ul style="list-style-type: none"> - Close working relationship to support RCCP and draw from this for forecasting & budgeting
Group Financial Controller	<ul style="list-style-type: none"> - Monthly, quarterly and annual reporting
Management Team	<ul style="list-style-type: none"> - Respond to queries, provide recommendations, review accounts, variances etc.
Accounting Team	<ul style="list-style-type: none"> - Evaluate progress, resolve issues, discuss areas of opportunity, meetings etc.
Accounting Staff (Other than Packaging Southern)	<ul style="list-style-type: none"> - Exchange ideas and information, respond to queries
Head Office Staff	<ul style="list-style-type: none"> - Respond to queries regarding reports & additional information requirements
External Information requesters (e.g. Auditors, Customers, Suppliers etc.)	<ul style="list-style-type: none"> - 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.



Competencies:

<p>Analysis</p> <ul style="list-style-type: none"> - Analyses problems, situations, and circumstances and their impacts on the business - Integrates information, guidelines, requirements from different sources to evaluate alternatives and make effective decisions - Draws accurate, useful conclusions from financial, business, and quantitative information 	<p>Makes Sound Decisions</p> <ul style="list-style-type: none"> - Brings to bear the appropriate knowledge, information, and expertise in making decisions - Focuses on important information without getting bogged down in unnecessary detail - Makes decisions in the face of uncertainty - Probes and looks past symptoms to determine the underlying causes of problems and issues
<p>Engaged and Proactive</p> <ul style="list-style-type: none"> - Fosters personal achievement and excellence - Understands the current business objectives that is aligned with organisational mission and goals 	<p>Engages Proactively</p> <ul style="list-style-type: none"> - Strategic & Analytical thinking - Understands strategic goals of the business - Presents an analytical & deductive ability to assess problems and apply logical thinking - Analyses problems, situations, and circumstances and their impacts on the business - Draws meaningful conclusions from financial, business, and quantitative information - Data driven
<p>Focus on Customers</p> <ul style="list-style-type: none"> - Supports customer-centred solutions - Addresses customer needs by involving the right people (resources) at the right time - Creates systems and processes that make it easy for customers to do business with the company - 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>Focuses on Positive Change/Satisfy the Customer</p> <ul style="list-style-type: none"> - Able to meet organisational goals - Embraces new innovative ways of working - Uses technology effectively - Recommends improvements and adapts to changing conditions - 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>Results Orientation</p> <ul style="list-style-type: none"> - Demonstrates strong commitment to achieving goals and organisational success 	<p>Shows Drive and Initiative</p> <ul style="list-style-type: none"> - Does not easily give up in the face of unexpected obstacles - Puts in extra effort and work to accomplish critical or difficult tasks - Sets high standards of performance for self and others - Tackles tough challenges or problems quickly, directly and effectively
<p>Effective Communication</p> <ul style="list-style-type: none"> - 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 	<p>Fosters Open Communication/Tailors Communication</p> <ul style="list-style-type: none"> - Encourages others to share information and viewpoints frankly and openly - Listens actively, reflects, and summarises others' comments to ensure understanding



<p>the organisation; encourages the open expression of ideas and opinions</p>	<ul style="list-style-type: none"> - Communicates information clearly, concisely, and professionally - Tailors' 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> <ul style="list-style-type: none"> - 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>Ownership and Ethics/ Demonstrates Credibility</p> <ul style="list-style-type: none"> - Accepts responsibility for one's own performance and actions - Confronts actions that are, or border on, unethical - Shows consistency between words and actions - Treats others fairly and consistently - Follows through on commitments - Honest and direct in dealing with people - Acts in accordance with stated policies and practices - Protects confidential information
<p>Results Orientation</p> <ul style="list-style-type: none"> - Demonstrates and fosters a sense of urgency, a "can-do" spirit, a sense of optimism, ownership, and strong commitment to achieving goals and organisational success - Demonstrates a strong sense of ownership and a commitment to achieving meaningful results 	<p>Optimises 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>Execution</p> <ul style="list-style-type: none"> - 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>Pursues Execution</p> <ul style="list-style-type: none"> - Ensures one acquires the authority, sponsorship, support, and information needed to achieve established or emerging objectives - Prioritises 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>Judgment</p> <ul style="list-style-type: none"> - 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>Uses 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



	<ul style="list-style-type: none"> - Makes timely decisions, balancing analysis with decisiveness
<p>Functional</p> <ul style="list-style-type: none"> - Understands business principles and language including the fundamentals of finance, accounting, planning and budgeting; ensures compliance with internal and external policies and regulations - Demonstrates analytical thinking, data analysis, financial management skills, problem solving and decision making, cost management / variance analysis 	