

Position Information

Position Title	Commercial Manager
Business Unit	Paper Bag
Reports to	CFO Packaging
Purpose of Position	Finance function compliance responsibility, provision of strategic and commercial support.
Business Unit of HR responsibility	Packaging NZ
# of People in BU	130

Number of Direct Reports	4
Number of Indirect Reports	0
Operating Budget	N/A
Sales Revenue	\$70m

Key Accountabilities

1. Commercial Leadership
 - Reporting, forecasting and monitoring against targets.
 - Ensuring ownership and implementation of the business plans and cost reduction initiatives.
2. Financial & Management Reporting
 - Preparation of monthly accounts.
 - Prepare variance analysis and report explanations.
 - Prepare management reports.
 - Lead financial and internal audit requirements
3. Accounting standards, policies and internal controls are implemented and maintained
 - Implementing accounting standards, policies and internal controls appropriate to the business and in line with group requirements.
 - Ensure J-Sox requirements are adhered to and evidence available.
4. Analyse and critically review financial & management accounting reports and make recommendations resulting in cost reductions plus other EBIT, Working Capital & Cashflow improvements
 - Analysing and interpreting all financial and management reports.

- Complete variance analysis, commentary and review methodology.
5. Performance Improvement
- Lead and support the business in the implementation of performance improvement activities.
6. Leadership of the Finance/Admin Team
- Lead and guide the achievement of high performance by the team in line with Oji Fibre Solutions culture, values and people processes achieving continuous improvement in employee engagement and consistent display of desired behaviours.
 - Ensure the team is ready and fully enabled to deliver outstanding results within a changing environment.
 - Agree and implement personal development plans, ensure KAs are in place and 1:1s happening.
 - Better Business training completed
7. Ensure quotes reflect up to date cost factors to achieve cost recoveries and EBIT objectives.
8. Audit & review Inventory
- Ensure physical stock takes are carried out within required timeframes
 - Aged stock management – support the business to ensure stock is moved accordingly
 - Reviews of obsolete stock.
9. Capital Expenditure
- Support preparation of capex proposals and ensure they are in accordance with capex policies
 - Financial justification and capital required are verified.
10. Critically review accounting & management systems
- Review all major information systems
 - Recommend changes and as approved, direct their implementation.
11. Environment, Health, Safety & Risk
- Lead, develop and maintain a safety first culture through visible leadership, embedded process and focus opportunities, identification and management of leading indicators, immediate management of poor behaviours, ongoing employee understanding and compliance adherence including recording and reporting all hazards, discomforts, incidents, near misses or potential health and safety risks.

Preferred Attributes

- Excellent communicator
- Team member
- Leadership with an ability to develop and implement sound long term business plans
- Management experience in a manufacturing environment
- Ability to motivate staff to achieve
- Accurate outputs
- 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

- SAP Financials experience
- Ability to delegate to team and to gain support from colleagues
- Commercial focus
- Demonstrates a sound understanding of business drivers i.e. financial, sales, market/customers, people, operations, relevant legislation

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 & management accounting in manufacturing environment ○ SAP or similar ERP accounting package ○ Team leadership

Competencies

<p>Analysis</p> <p>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>	<p>Make 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>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-cantered 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>Meet Customer Needs</p> <ul style="list-style-type: none"> ● Creates systems and processes that make it easy for customers to do business with the company. ● Ensures that customer issues are resolved. ● Identifies and anticipates customer requirements, expectations, and needs. ● Tracks performance against customer requirements, using existing tools.
<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>Show 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 and directly.

<p>Engage and Inspire</p> <p>Fosters personal achievement and excellence. Articulates and inspires commitment to a vision and plan of action aligned with organisational mission and goals. Instils and sustains organisation-wide energy and optimism and helps others envision a greater sense of what is possible.</p>	<p>Motivate Others</p> <ul style="list-style-type: none"> ● Celebrates and rewards significant achievements of others. ● Conveys confidence in others' ability to do their best. ● Encourages others to set challenging goals and high standards of performance. ● Fosters a sense of energy, ownership, and personal commitment to the work
<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>Foster Open Communication</p> <ul style="list-style-type: none"> ● Conveys spoken information clearly and concisely. ● Encourages others to share information and viewpoints frankly and openly. ● Listens carefully and attentively to others' opinions and ideas. ● 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 accord with expressed beliefs and commitments; maintains high standards of integrity.</p>	<p>Establish Trust</p> <ul style="list-style-type: none"> ● Accepts responsibility for one's own performance and actions. ● Confronts actions that are or border on the unethical. ● Shows consistency between words and actions. ● Treats others fairly and consistently.

Authority

Decisions:

- Authorisation of payments and payrolls
- Release of purchase orders
- Financial signoff on all site performance improvement projects
- Interpretation and commentary on all financial & management reports plus capital expenditure proposals
- Authorisation of new customers, credit limits and credit control
- Recruitment, training and promoting of staff
- Forecast Sales, EBITDA, EBIT, Working Capital and cashflow
- Resolving daily, weekly and monthly commercial and operational issues

Recommendations:

- Cost reductions, EBITDA, EBIT, Working Capital and Cashflow improvements
- Credit application reviews and control over existing payment terms and credit limits
- Changes to accounting policies, procedures and practices

- Approval of business cases
- Approval of capex proposals

Relationships:

Most Frequent Contacts	Nature or Purpose of Contact
Paper Bag Finance & Admin Team	Planning, directing and organising the Finance department staff.
Business manager and lead team	Daily, Weekly, Monthly reporting, analysis and support to drive business improvement.
Supply Chain	Close working relationship to support supply chain and draw from this for forecasting & budgeting.
Sales team	Close working relationship to support sales initiatives and prepare forecasting & budgeting.
Chief Financial Officer - Packaging	Planning, forecasting and budgets. Actuals business performance analysis. Capital expenditure applications. Accounting practices, procedures and policy changes
Group Financial Accountant – Packaging NZ	Monthly reporting and day-to-day accounting matters.
Suppliers and customers	Payables and purchasing plus managing aged receivables.
Chief Operating Officer and Packaging NZ Lead Team	Providing financial and management advice, involvement in planning, forecasts and capital expenditure proposals.

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.