

**Position Information**

Position Title	Financial Planning & Performance Manager
Business Unit	Packaging
Reports to	Chief Financial Officer - Packaging
Purpose of Position	This role is responsible for managing the financial planning & reporting cycles of the Packaging New Zealand business, incorporating the annual strategic plan & budget cycles and the monthly reporting & forecasting processes.  The role will further be responsible for identifying and driving performance and process improvement activity across the Packaging New Zealand business.
Business Unit of HR responsibility	Packaging NZ
# of People in BU	All of Packaging

Number of Direct Reports	0
Number of Indirect Reports	0
Operating Budget	n/a
Sales Revenue	c. \$400m

**Key Accountabilities**

1. Financial and Management reporting

- Delivery of timely and accurate management reporting, including:
  - Management of the financial planning cycle, encapsulating the annual strategic plan & budget processes and the monthly forecast.
  - Management of the monthly actuals reporting process, including variance analysis and identification of profit and process improvement opportunities.
  - Alignment and challenge of all reporting outputs to strategic and business priorities.
  - Ensuring all financial reporting requirements are met and deadlines achieved.
  - Ensuring processes and controls are in place to maintain accuracy and integrity of financial records.

## 2. Performance Improvement & Commercial Leadership

- Work closely with the Chief Financial Officer in assessing the key profit and cash flow improvement levers throughout the Packaging business, including:
  - Working with site finance, operations and sales colleagues to carry out product costing and customer profitability reviews and driving subsequent decision making.
  - Understanding and driving materials optimisation programmes throughout the business.
  - Identification and stewardship of procurement initiatives.
  - Support the Chief Financial Officer in identifying the pathway towards the Packaging business's medium term sales margin goals and subsequently drive achievement of this target.
  - Providing direction to optimise net working capital position and maximise cashflows for the business.
  - Robust review of business case and capex proposals, ensuring proposed projects and spend delivers value to the organisation and complies with Oji policy.
  - Complete post investment reviews on selected key capital projects, ensuring the investments delivered on the targets set and that key lessons learned are captured and leveraged going forward.
  - Providing financial governance for projects within the Packaging business.

## 3. Process Improvement

- Utilise the role's Packaging-wide remit to critically review current ways-of-working, subsequently proposing and actioning process improvement throughout the finance function including:
  - Streamlining of existing management reporting processes, including the refinement of multiple reporting processes in to one easily accessible key metrics dashboard.
  - Facilitating cooperation with the IT function to enhance integration between systems, reducing manual processes and driving better utilisation of current systems infrastructure
  - Driving standardisation across the Packaging New Zealand sites.

## 4. 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.

## Preferred Attributes

- Leadership and the ability to build relationships
- Commercial acumen
- Intellectually curious
- Financial planning and reporting experience
- Project and change management experience
- Attention to detail
- Strong analysis / problem solving skills
- Quick learner

## Technical Requirements

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>○ Chartered Accountancy – CAANZ or equivalent</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>○ Minimum 5 years PQE</li> <li>○ Experience outside of accounting practice, preferably in manufacturing/industry</li> <li>○ SAP &amp; SAP BPC experience beneficial</li> </ul>

## Competencies

<p><b>Judgment</b></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><b>Use Sound Judgment</b></p> <ul style="list-style-type: none"> <li>● Makes logical, rational, and integrative decisions and arrives at sound conclusions.</li> <li>● Chooses the best alternative(s) based on a review of pros, cons, tradeoffs, timing, and probabilities.</li> <li>● Evaluates the consequences and implications of alternatives, actions, or decisions.</li> <li>● Makes timely decisions, balancing analysis with decisiveness.</li> </ul>
<p><b>Focus On Customers</b></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><b>Satisfy the Customer</b></p> <ul style="list-style-type: none"> <li>● Identifies and anticipates customer requirements, expectations, and needs.</li> <li>● Seeks and integrates customer feedback from a variety of sources to identify improvement opportunities.</li> <li>● Ensures follow-up with customers to certify that the resolution of problems maintains customer satisfaction and loyalty.</li> <li>● Continually searches for ways to improve customer service, including the removal of barriers and providing solutions.</li> </ul>
<p><b>Execution</b></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><b>Pursue Execution</b></p> <ul style="list-style-type: none"> <li>● Ensures one acquires the authority, sponsorship, support, and information needed to achieve established or emerging objectives.</li> <li>● Prioritizes and balances time, actions, resources, and initiatives to ensure achievement of critical goals.</li> <li>● Holds self and team accountable for outcomes (e.g., achieving goals and complying with policies and procedures).</li> <li>● Anticipates and addresses obstacles, redirecting efforts to accelerate work or improve quality</li> </ul>
<p><b>Results Orientation</b></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><b>Optimize Results</b></p> <ul style="list-style-type: none"> <li>● Initiates decisive, timely action to address important issues.</li> <li>● Demonstrates a strong sense of ownership and a commitment to achieving meaningful results.</li> <li>● Puts in persistent efforts to accomplish desired results.</li> <li>● Drives initiatives/efforts to successful completion and closure.</li> </ul>

<p><b>Effective Communication</b></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><b>Tailor Communication</b></p> <ul style="list-style-type: none"> <li>• Listens actively, reflects, and summarizes others' comments to ensure understanding.</li> <li>• Communicates information clearly, concisely, and professionally.</li> <li>• Tailors communication style and content to the audience.</li> <li>• Writes even technical concepts and information clearly and thoroughly for technical and non-technical audiences.</li> <li>• Prepares and delivers coherent, highly credible, and engaging presentations that have impact.</li> <li>• Proactively shares timely updates and information with relevant parties.</li> </ul>
<p><b>Establishing Trust</b></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><b>Demonstrate Credibility</b></p> <ul style="list-style-type: none"> <li>• Follows through on commitments.</li> <li>• Is honest and direct in dealing with people.</li> <li>• Acts in accordance with stated policies and practices.</li> <li>• Protects confidential information.</li> </ul>

## Authority

### Decisions:

- Timely, accurate and professional reporting & analysis with clear recommendations for management
- Ensure compliance with corporate policies

### Recommendations:

- Identifying and executing profit improvement opportunities.
- Identify improvements to workflows to streamline processes.

## Relationships:

Most Frequent Contacts	Nature or Purpose of Contact
CFO Packaging	Direct reporting line.
Packaging Finance teams	Management financial planning and reporting processes and cycles. Collaborate on process and performance improvement initiatives and manage subsequent changes.
Head Office Finance team	Work collaboratively with on financial planning and reporting cycles and process improvement.

*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.*