

POSITION DESCRIPTION

Position Information

Position Title	Assistant Commercial Manager
Business Unit	Packaging Northern
Reports to	Commercial Manager – Case North Island
Purpose of Position	Senior leadership role at Oji Fibre Solutions’ Case Northern business, driving strategic and commercial decision making as well as having ownership of the site’s reporting and compliance activity.
Business Unit of HR responsibility	Packaging NZ
# of People in BU	140

Number of Direct Reports	0
Number of Indirect Reports	0
Operating Budget	
Sales Revenue	\$80m

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 ‘do the right thing’ in relation to EHSR and raising issues with others as appropriate.
- SBO’s.

2. Commercial Leadership

- Reporting, forecasting and monitoring against targets.
- Ensuring ownership and implementation of the group strategic plan and cost reduction initiatives.

3. Financial & Management Reporting

- Provide accurate facility monthly accounts, half yearly and annual accounts, business planning and strategy, robust budgets, profit forecasts and cashflow forecasts in accordance with Packaging NZ timetables.
- Prepare variance analysis and report explanations.

4. Accounting standards, policies and internal controls

- Implementing accounting standards, policies and internal controls appropriate to the facility and in line with group requirements.

5. Analyse & Critically Review
 - Analysing and interpreting all financial and management reports.
 - Complete variance analysis, commentary and review methodology.
 - Identify exceptions to expected results and make recommendations which will result in cost reductions and EBITDA, working capital and cashflow improvements.
6. Performance Improvement
 - Lead and support the business in the implementation of performance improvement activities.
7. Support of the Finance/Admin Team
 - Assist the Commercial Manager – Case North Island to ensure that the accounting department area is appropriately staffed and trained to achieve the business requirements.
 - Better Business Training completed
 - Provide backup to the Commercial Manager North Island if absent.
8. Review & Revise Cost Rates
 - Update cost rates with the annual budget and review annually or as the business changes.
 - Champion data integrity of the costing system to ensure the estimating, quotation, and pricing systems reflect latest costs
9. Audit & Review Pricing Systems
 - Assist in completion of preliminary business cases and contracts and assist with national and local tenders.
 - Continuous validation of outputs as an effective tool for pricing.
 - Provide valid and accurate tools to assist with pricing.
10. Audit & Review Inventory
 - Physical Stock takes, Aged Stock Management,
 - Cycle counting
 - Reviews of Obsolete Stock.
 - Minimise stock holdings and write offs.
11. Capital Expenditure
 - Support preparation of capex proposals and ensure they are in accordance with capex policies
 - Financial justification and capital required are verified.
12. Critically Review Accounting & Management Systems
 - Review all major information systems
 - Recommend changes and as approved, direct their implementation.

Preferred Attributes

- 3-5 Years experience in a Manufacturing Environment or similar
- Excellent communicator
- Team member
- Team leadership skills

- 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

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

Authority

Decisions:

- Authorisation of payments and payrolls
- 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
- Assist in recruitment and training of staff
- Forecast Sales, EBITDA, and cash flow
- Daily, weekly and monthly commercial and operational issues

Recommendations:

- Changes to cost rates and costing systems to reflect latest costs
- Cost reductions, EBITDA, Working Capital and Cash flow 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
- Optimisation of RCCP

Relationships:

Most Frequent Contacts	Nature or Purpose of Contact
Packaging Chief Financial Officer	Accounting policies, practices and procedures changes. Planning, forecasting and budgets. Actuals business performance analysis. Capital expenditure applications.
Packaging Northern Finance & Admin Team	Planning, directing and organising the Finance department staff.
Facility Manager / Operations Team	Daily, Weekly, Monthly reporting, analysis and support to drive business improvement.
Regional Sales Manager	Commercial analysis, pricing / costing
Supply Chain	Close working relationship to support RCCP and draw from this for forecasting & budgeting.
Group Financial Accountant – Packaging NZ	Monthly, quarterly and annual reporting.
Suppliers and customers	Receivables, payables and purchasing.
Chief Executive and Packaging NZ Lead Team	Providing financial and management advice, involvement in planning, forecasts and capital expenditure proposals.

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-centered 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.