

Position Description

Position: Management Accountant

Department: Finance

Reports to: Chief Financial Officer

Location: Christchurch

Direct Reports: nil

Date: May 2018

Scope of Role:

To produce financial analysis on revenue and profitability, costs and operations and provide business modelling expertise and analysis to assist in the management of the company.

A key initial role will be assisting with implementing an ERP system and the integration of finance, sales and operations and also backfilling parts of the Finance Manager role as needed.

Core elements of the role:

- Implementation of the sales and operations parts of the financial module of ERP
- Work with the business to smoothly integrate with other ERP modules
- Producing timely and accurate financial information
- Ensuring information is business relevant and commercially focussed through relevant analysis, interpretation and communication
- Analyse profitability of customers and products including cost to serve to recommend and implement changes in methodologies, monitoring and future retention.
- The ability to balance ad-hoc non-scheduled requirements with routine and planned reporting.
- Proactively challenge existing processes, practices and reporting to recommend and drive the implementation of improvements

Key Responsibilities:

Responsibility	Key Activities
<i>ERP Implementation (Key Initial Focus)</i>	<ul style="list-style-type: none"> • Finance key user for sales, operations and inventory • Confirm historical data transfer is accurate and complete • Liaise with other business key users • Ensure integration transactions to GL are set up correctly with appropriate delineation of coding • Report writing and business intelligence (when applicable) champion • Train finance team on functionality and new processes
<i>Business Planning</i>	<ul style="list-style-type: none"> • Assist with the development of annual revenue and operations plans including analysis of product and customer trends.
<i>Revenue Reporting and Analysis</i>	<ul style="list-style-type: none"> • Support the Sales Managers with forecast sales and margins, reporting, analysis and recommendations. • Prepare, review and analyse key customer reporting and daily/weekly/monthly revenue reports. • Review the profitability of customers, products, regions, account managers. • Analyse trends and summarise commentary for use in monthly financial reports.
<i>Operations Reporting and Analysis</i>	<ul style="list-style-type: none"> • Support Operations Management by: <ul style="list-style-type: none"> ○ Analysing manufacturing and price variances and causes ○ Providing visibility of trends and activities to deliver timely feedback ○ Continuously reviewing the forward order book to highlight potential over and under capacity forecasts

Responsibility	Key Activities
	<ul style="list-style-type: none"> ○ Assisting with compiling business cases for “make vs buy” decisions ○ Providing financial analysis and appropriate costing and justification to support capital and other expenditure activities. ● Preparation of monthly operation reports.
<i>R&D Projects</i>	<ul style="list-style-type: none"> ● Assist with the review of project business cases. ● Audit the cost of engineering prototypes
<i>Standard Costing</i>	<ul style="list-style-type: none"> ● Review actual job performance against standards, review variances and update standards as appropriate. ● Check overruns caused by customer requests are being charged to customers ● Identify manufacturing constraints with operations and planning team. ● Paid hours vs charged hours reconciliations – identify non-chargeable time trends ● Analyse utilisation rates, scrap performance, rework and highlight areas of concern ● Analyse and report on movements in Bill of Materials and Routings and the impact on job costs
<i>Monthly financial close and year-end financial statements</i>	<ul style="list-style-type: none"> ● Assist the Finance Manager with a timely financial close ● Provide commentary on significant variances to budget and forecast ● Ensure relevant balance sheet reconciliations are performed each month ● Assist Finance Manager in the preparation of year-end financial statements
<i>Inventory Control</i>	<ul style="list-style-type: none"> ● Identifying and review large stock adjustments to understand cause and required fix. ● Ensuring cycle count / stocktake procedures are followed. ● Review justification for the introduction of new items/ suppliers. Ensure substituted items have appropriate transition strategies. ● Obsolescence reviews
<i>Fixed Assets / Capital Expenditure</i>	<ul style="list-style-type: none"> ● Preparation of annual capital expenditure plans and associated schedules, including depreciation. ● Ensure compliance with local tax and accounting requirements. ● Prepare capex and depreciation forecast on a monthly basis ● Liaising with managers on Capex proposals and ensuring adequate ROI and post project feed-back and analysis
<i>General</i>	<ul style="list-style-type: none"> ● Assist managers with KRI reporting measures ● Ensuring reporting meets current business needs ● Completes and report against agreed business process improvement projects. ● Identifying process and system improvement opportunities ● Process errors are followed up on, root cause is discovered and the process is corrected to prevent the error reoccurring ● Assess and document the internal control environment and regularly test compliance with key controls as appropriate
<i>Other</i>	<ul style="list-style-type: none"> ● Observes and upholds the company values ● Any other tasks/ analysis and projects as required to support the team, business or operations.
<i>Health & Safety</i>	<ul style="list-style-type: none"> ● Ensuring all Health & Safety policies and rules are followed, with all tasks completed in a safety conscious manner.

Key Relationships:

Internal	External
Finance team Management team Sales teams including regional managers Logistics Planning IT Manager	Accountants

Person Specification:

Attribute	Essential	Desirable
Skills & Attributes	<ul style="list-style-type: none"> • Advanced Excel • Experienced in financial modelling and analysis • Good knowledge of general ledgers, budgets and financial statements • Proven ability to meet deadlines • Ability to work in a team environment • Good oral and written communication skills • Able to look beyond the immediate data to recognise broader needs / impacts • Commercially focussed • Demonstrates initiative • Ability to work autonomously whilst keeping relevant parties informed • A “roll up your sleeves and do what it takes” attitude 	<ul style="list-style-type: none"> • Financial statement preparation including consolidations and IFRS knowledge • Project management basics • Business intelligence report writing
Experience & Knowledge	<ul style="list-style-type: none"> • 5 years’ plus experience in a similar role • Manufacturing and cost accounting • Working knowledge of inventory control and financial integration to the general ledger • Worked with senior level managers 	<ul style="list-style-type: none"> • ERP implementation • Implementing KPIs and balanced scorecards and reporting
Qualification / Licenses	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Post graduate accounting qualification (CA, ACA, CIMA) • CPIM (APICS)