



Management Accounting Leader

BUSINESS UNIT	Commercial
REPORTS TO	Financial Officer
NO. OF DIRECT REPORTS	2
KEY RELATIONSHIPS	
○ INTERNALLY	Chief Financial Officer Commercial Team Senior Managers Staff
○ EXTERNALLY	Contractors

Job Purpose:

To deliver high quality financial information and management accounting support to the Management team of Kaingaroa Timberlands. To supply information and analysis to the business that supports effective decision making.

Key Accountabilities:

Management Reporting

- Develop, analyse and present monthly reports to all stakeholders
- Develop, analyse and present regular and ad hoc reports for Business Unit Managers
- Develop and present key financial summary information required for “all staff” and third party presentations
- Develop, analyse and present regular and ad hoc reports for the Board.
- Develop, analyse and present Annual Budget
- Develop, analyse and present Quarterly Forecasts
- Preparation of the Monthly and Quarterly Board Reports

Business Support

- Act as the interface between the finance function and business unit managers providing management accountancy leadership.
- Lead projects as required including CAPEX.
- Manage the development and progression of other Projects as required.
- Participate as a project team member ensuring contribution of expertise and knowledge.

Financial Analysis

- Deliver high quality financial analysis.
- Analyse price volume and mix.
- Interpret and present financial data.
- Ensuring the integrity of financial data.

Team Management

- Manage the workload and development of the team.
- Mentor the progress of your direct reports and other accounting staff.
- Provide a coaching/advisory role to the wider members of the commercial team.

Internal Audits

- Prepare and review Internal control procedures on any given task

Risk Mitigation

- Participate in the Risk Mitigation project

Other Duties

- Assist Chief Financial Officer as and when required

Competencies

Business Knowledge

- Professional appreciation of organisation structure and operations; how the company works and personal role within it.
- Keeps in touch with key stakeholder interests and with exceptional ability to analyse relevant information.
- Clear and up-to-date understanding of the business situation and good working knowledge of strategy
- Clearly sees the big picture; makes connections and helps others to understand wider context

Analysis

- Identifies issues and takes effective action to identify outcomes
- Professional skills are evident in successfully identifying and analysing information.
- Skilful and fully effective at using a wide range of analytical tools and techniques
- Makes good use of limited resources and skillfully secures help from wide range of sources
- Very successful track record of using and developing minimum resources for maximum effect
- Developing effective critical skills and the confidence to challenge fixed assumptions

Teamwork

- Shares information willingly (e.g. tells others what is happening in their area of work)
- Participates in team discussions (e.g. when planning or making decisions;) is a "good team player"
- Supports and helps other team members (e.g., to resolve difficulties)

Interpersonal Skills

- Express ideas clearly and confidently
- Articulate and succinct, able to communicate effectively across all levels of interface.
- Listens actively: pick up clues (verbal and non-verbal) as to what others are feeling or meaning; can pick the essence of what is being said;
- Adapts their approach to the needs of the situation and the reactions of their audience.

Understanding IT systems

- Excellent appreciation of appropriate computer systems; including excel and MS Office
- Good working knowledge of relevant IT systems; able to explain to the uninitiated
- Expert understanding of information technology; helps others to develop IT skills

Qualifications

- Tertiary qualified Accountant
- Membership of NZICA or other recognized accounting organization is desirable.
- Three to five years practical experience is necessary.