

Position Description

Position: Financial Accountant

Reports to: Finance Manager

Location: Christchurch

Position objective: Responsible for maintaining the accurate, timely and effective financial reporting of the business.

Working closely within the Finance and Operational teams, ensure the integrity of financial information which accurately reflects the performance and financial position of the business.

Provide support and cover for the wider Finance Team as required.

Key Tasks and Specific Accountabilities:

Financial Accounting and reporting	Working closely with the Finance Manager, prepare reconciliations, accounts and reports, for their review, e.g.: • Prepare accurate and timely financial accounts and management reports. • Maintain the integrity of the general ledger. • Prepare balance sheet reconciliations. • Prepare financial analysis and explanation of variances. • Support the preparation of audited annual financial statements. • Ensure financial reporting complies with relevant accounting standards, company policies and legislative requirements.
Taxation and Compliance	• Preparation of tax returns and other statutory obligations. • Ensure accounting records and supporting documentation are maintained to an appropriate standard. • Stay abreast of developments in accounting standards, tax legislation and regulatory requirements, and assess their impact on the business.
Budgeting, Forecasting and Analysis	• Assist with annual budgeting and regular forecasting processes. • Provide financial analysis to identify trends, risks, opportunities and cost-saving initiatives. • Prepare financial reports and analysis for management and operational teams. • Support business cases and financial modelling for operational and capital investment decisions.
Freight Invoice Reconciliations	Complete the weekly Freight Reconciliation process.
Financial controls and process improvement	• Develop, maintain and monitor effective financial controls and accounting procedures. • Identify control weaknesses, financial risks and opportunities for process improvement. • Assist with the implementation and improvement of finance systems and processes. • Participate in finance and cross-functional improvement projects.
Providing cover for the wider Finance team	Assist the wider Finance team with a variety tasks. These include but are not limited to: • Weekly Dashboard reporting aligned with budgets, regarding financial performance, underlying trends, KPI reports for Sites, forecast information, reconciliation and commentary of variances. • Inventory control account reconciliations

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	- Storage inventory and invoice reconciliations - Chep movements and invoice reconciliations - Provide back-up cover during periods of leave for other Finance team members as appropriate.
Health & Safety	Be aware of and follow Freshpork Health & Safety policies and procedures ensuring you keep yourself and others safe and adopt safe work practices.
Other	The tasks defined above are indicative and may change from time to time as the needs, priorities and objectives of the company change. Accordingly, the Financial Accountant role will undertake any other tasks and duties as agreed from time to time with the Finance Manager.

Person Specification:

Essential	- Relevant tertiary qualification in Accounting, Finance or related discipline. - CA, CPA or equivalent professional qualification, or working towards completion. - Relevant experience in a financial accounting role. - Strong understanding of month-end accounting and financial reporting. - Advanced Excel and high-volume data reconciliation skills and experience working with accounting/ERP and BI systems. - High level of attention to detail and accuracy. - Strong analytical and problem-solving capability with a curious mind. - Ability to work to deadlines in an operational environment. - Ability to understand complex manufacturing and inventory processes. - Demonstrates good relationship building and management skills. - Highly developed communication skills - written, listening and speaking. - Strong team ethic and ability to work cross functionally. - Knowledge of New Zealand GST and taxation requirements.
Desirable	- Experience in a manufacturing, food processing, meat processing, agriculture or FMCG environment. - Understanding of product costing, standard costing and manufacturing variances. - Experience with ERP systems - Previous experience with a medium to large organisation operating across multiple sites.
Personal Attributes	- A commercial mindset to understand how financial information relates to operational performance. - Analytical thinker – investigating issues, identifying trends and explaining financial results and information in layman's terms. - A team player with effective communication and interpersonal skills. - Strong organisation and time management skills. - Pragmatic and sound judgment. - Self-starter, motivated, performance and target driven following deliverables through to completion. - Flexibility and adaptable work style. - Open to change and enjoy working in a close team. - High level of integrity and honesty handling financial information professionally and confidentially. - Ability to project a credible and dependable image.

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Functional Relationships	Internal relationships: • CFO & Finance Manager • Senior Commercial Analyst • Inventory Accountant • National ICT Manager • Head of Livestock Procurement • Site Managers & Key personnel at each site (Timaru, Christchurch, Burnham, and Levin) • Wider Finance & ICT Team External relationships: • As required
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Acknowledgement

I acknowledge that I have read and understood this Position Description. I understand that the duties and responsibilities outlined are representative of the role and may be reviewed, updated or reasonably varied over time to reflect the changing needs of the business.

Employee Signature

Manager Signature

Employee Name

Manager Name

Date

Date