

JOB DESCRIPTION FORM			
Job Title:	Management Accountant	Hay Grade	
Department/Group:	Finance	Location:	Matraverse
Reporting to:	Senior Management Accountant	Position Type:	Full time
HR Contact:		Date posted:	
Current Job holder:		Start Date:	

## Knauf commitment - “Working together to be our Customer's Best Supplier”

### 1. SUMMARY OF OVERALL JOB ASSIGNMENT

The primary purpose of the role is to coordinate and undertake preparation, analysis and distribution of financial results to provide management with:

- Timely and accurate reporting of manufacturing and commercial performance.
- Key financial and commercial input.
- And to ensure accountability and to support improved decision making and performance.

### 2. MAIN ACTIVITIES / RESPONSIBILITIES

#### Responsibilities

- Preparation of cost centre reporting including analysis of variances to Budget and Forecast
- Accuracy and Timeliness of management accounts that fulfil operational and head office requirements.
- Co-ordination & completion of the month end process including preparation and finalisation of month end results for the local plant and associated cost centres (includes communicating with other areas as required & taking overall ownership of the month end deliverables)
- Analysis of manufacturing and overhead costs for the plant.
- Analysis of margin contribution by product group including product profitability.
- Measurement the commercial and manufacturing performance of the business.
- Complete both local management and Knauf Group monthly reporting.
- Prepare in partnership with local management forecasts and budgets
- Prepare product costings, BOM's and undertake revaluation of inventory.
- Ensure that stock takes and asset reviews are undertaken in accordance with company policy
- Review new investment proposals. Perform post-audits on completed investments.
- Track and control expenditure on capital-works-in-progress.
- Capex - assist in the preparation of proposals, including analysis, documentation and financial payback. Conduct post implementation reviews and analysis.
- Partner plant management and be a key member of the local management team
- Training of manufacturing and local state based staff in process, policy, procedure and IT systems.
- To provide 'true and fair' reporting of manufacturing and commercial performance.
- To ensure compliance with reporting deadlines, policy and procedure.
- To ensure accountability for company performance and resources.

- Expertise in business processes concerned with the reporting of manufacturing and commercial performance
- Understanding of the manufacturing plants and the manufacturing process.
- Acts in accordance with Knauf policy and procedures and strictly within limits of Authority
- Active implementation of the Knauf occupational health and safety policy
- Commitment to the Knauf Code of Conduct
- Other duties and activities as assigned from time to time

## 5. MINIMUM COMPETENCIES REQUIRED FOR THE JOB

Identify 3 or 4 key skills required for the job under the following aspects:

### Professional and/or technical competencies:

- Fully qualified (CPA/CA).
- 3 - 5 years experience
- Previous exposure to a manufacturing environment
- Strong understanding of financial accounting and compliance issues
- SQL (Structured Query Language) or database creation and management experience would be highly regarded
- SAP experience is desirable

### Behavioural and/or managerial competencies:

- Takes personal accountability for the results
- Takes ownership of tasks & exhibits strong time management skills
- Self starter with a "Can do" attitude
- Strong interpersonal / communication skills
- Commitment to the corporate culture and values
- Outcome focused and determined to succeed in an ever-changing environment
- Positive attitude and positive orientation towards the business, its objectives and its customers
- Ability to critically review & provide "sense" check on numbers
- Enjoys undertaking "change management" process & aspires to be a leader
- Enjoys being part of a team & exhibits strong team based values
- Highly skilled in written and verbal communication

### Linguistic skills: English

<i>Languages :</i>	<i>Basic knowledge</i>	<i>Moderate</i>	<i>Professional Proficiency</i>	<i>Bilingual</i>
1) English	<input type="checkbox"/>	<input type="checkbox"/>	x	<input type="checkbox"/>
2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>